



ROYAL
Global School
Guwahati

School Policy Handbook for Students

Version 0.1



Our Vision

To be an institution of excellence nurturing responsible global leaders for the greater cause of mankind and a sustainable future.

Our Mission

The mission of the school is to impart knowledge through a sound academic framework in a conducive environment.

To make the children socially and environmentally responsible.

To help children develop valuable skills so that they contribute responsibly in a global community.

Our Logo

Our logo symbolises the 360° development of students with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs globally- thus the globe. The emerging bubbles on the globe stresses on the growth and total development of each child: spiritual, moral, intellectual, social, emotional and physical.

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ANTI-BULLYING POLICY

1. POLICY STATEMENT

Royal Global School is committed to providing a safe, secure, respectful, and inclusive learning environment that supports the holistic development and well-being of every student. The School maintains a zero-tolerance approach towards bullying, harassment, intimidation, or any form of aggression.

Bullying in any form is unacceptable and contrary to the values of empathy, dignity, and mutual respect upheld by RGS. This policy applies to all members of the school community, including students, teachers, administrators, staff, parents, and volunteers, and aims to promote positive behaviour, accountability, and responsible citizenship.

2. DEFINITION OF BULLYING

Bullying is defined as intentional, repeated behaviour, whether verbal, physical, emotional, social, or digital, that causes physical harm, psychological distress, humiliation, fear, or intimidation to another individual.

Bullying includes, but is not limited to:

- Indecent gestures or verbal, written, graphic, or physical abuse
- Cyberbullying, including online harassment, threats, or humiliation
- Any act that is hostile, dehumanising, or likely to cause emotional harm
- Retaliation against any individual for reporting bullying or participating in an investigation

Bullying shall be treated as an offence irrespective of where it occurs, including:

- On school premises, before, during, or after school hours
- During school-organised events, excursions, competitions, or on school transport
- Through electronic or digital communication when it impacts student safety, well-being, or the reputation of the School

3. FORMS OF BULLYING

Bullying may take one or more of the following forms:

- Physical Bullying: Hitting, pushing, tripping, or physical intimidation
- Verbal Bullying: Name-calling, insults, threats, or persistent teasing
- Social (Relational) Bullying: Exclusion, spreading rumours, or public humiliation
- Emotional Bullying: Manipulation, shaming, intimidation, or undermining self-confidence
- Cyberbullying: Misuse of digital platforms to harass, threaten, or defame
- Sexual Bullying: Inappropriate sexual remarks, gestures, or physical contact
- Racial Bullying: Discrimination or harassment based on race or ethnicity
- Religious Bullying: Prejudice or harassment based on religious beliefs
- Homophobic Bullying: Targeting individuals based on sexual orientation
- Disability-Based Bullying: Mocking, isolating, or discriminating against students with disabilities

4. CYBERBULLYING AND INTERNET USAGE

The School recognises that technology is an essential educational tool but may be misused. This section must be read in conjunction with the Technology & Digital Resources Policy and the Child Protection Policy of RGS.

4.1 Guidelines for Online Conduct

- Students shall use the internet and digital devices strictly for academic and school-approved purposes.
- Students must not create, post, share, or engage in:
 - ✓ Threatening, obscene, vulgar, or aggressive content
 - ✓ Derogatory remarks, slurs, or defamatory material
 - ✓ Inappropriate images or videos
 - ✓ Hate speech, impersonation, identity misuse, or spamming

4.2 Types of Cyberbullying

Cyberbullying includes, but is not limited to:

- Sending harmful or threatening messages via email, SMS, WhatsApp, or other chat platforms
- Uploading, forwarding, or circulating inappropriate photos or videos
- Using digital platforms to spread rumours, harass, or defame
- Creating fake or anonymous accounts to target or mock individuals

5. SCOPE OF APPLICABILITY

This policy applies to all stakeholders of Royal Global School and covers incidents occurring:

- On school premises and school buses
- During online or offline school-sponsored activities, events, or excursions
- While using school-owned devices, networks, or infrastructure
- On digital platforms where school identity, student safety, or student welfare is affected

6. REPORTING AND RESPONSE PROCEDURE

6.1 Reporting Mechanism

- Any student, parent, teacher, staff member, or volunteer may report an incident of bullying.
- Reports should be submitted in writing (letter or email) to the Class Teacher or any member of the Anti-Bullying Committee, as notified on the official school website from time to time.
- All complaints shall be formally documented by the Anti-Bullying Committee.

6.2 Investigation Process

- An initial assessment will be conducted by the Senior Teacher and School Counsellor, who are members of the Anti-Bullying Committee, to determine the credibility and severity of the complaint.
- Where necessary, a formal investigation will be initiated.
- Statements will be recorded from the affected student, the alleged offender, and relevant witnesses.
- A detailed investigation report will be prepared and submitted to the School Principal.
- In cases overlapping with the Child Protection Policy, the Anti-Bullying Committee and Child Protection Committee shall jointly address the matter through coordinated action.

7. PARENTAL INVOLVEMENT

- Parents or guardians of all students involved will be informed at appropriate stages.
- Meetings may be scheduled to discuss findings, corrective measures, and collaborative steps for the student's well-being and improvement.

8. BEHAVIOURAL INTERVENTION AND SUPPORT

- The accused student shall be counselled by the School Counsellor at the first instance.
- Further professional support may be recommended if deemed necessary.
- Restorative and corrective practices may be implemented to encourage accountability, empathy, and positive behavioural change.
- Emotional and psychological support shall be provided to the affected student to ensure recovery and safety.

9. CONFIDENTIALITY

All investigations, records, and proceedings shall be handled with strict confidentiality, except where disclosure is required by law or necessary to ensure student safety.

10. DISCIPLINARY MEASURES

Based on the severity, frequency, and impact of the bullying behaviour, the School may impose one or more of the following measures:

- Verbal or written warning
- Official reprimand recorded in the student's file
- Restricted movement or supervised access within school premises
- Suspension for a specified period
- Permanent expulsion in extreme or repeated cases

Disciplinary action shall be determined by the Anti-Bullying Committee in consultation with the School Principal. Wherever possible, corrective and restorative measures shall be prioritised over punitive action.





CHILD SAFEGUARDING & POCSO COMPLIANCE POLICY

1. POLICY STATEMENT

Royal Global School is committed to providing a safe, secure, and nurturing environment for every child. The School adopts a zero-tolerance approach towards any form of child abuse, harassment, neglect, exploitation, or misconduct.

This policy has been framed in accordance with the provisions of the Protection of Children from Sexual Offences Act, 2012 (as amended in 2019) and relevant child protection laws in India.

The School recognises its legal, ethical, and moral responsibility to safeguard the well-being of every student and to act promptly and decisively on any safeguarding concern.

At all times, the welfare, dignity, and best interests of the child shall remain paramount.

2. LEGAL AND REGULATORY FRAMEWORK

This policy is aligned with the provisions and guidelines of:

- Protection of Children from Sexual Offences Act, 2012
- Juvenile Justice (Care and Protection of Children) Act, 2015
- Guidelines of the Ministry of Education, Government of India
- Child Protection and Safety Guidelines issued by the Central Board of Secondary Education

3. OBJECTIVES OF THE POLICY

The objectives of this policy are to:

- Ensure a safe learning environment for all students
- Prevent child abuse, sexual harassment, exploitation, and neglect
- Establish mandatory reporting procedures in compliance with law
- Promote child-friendly mechanisms for reporting concerns
- Define clear roles, responsibilities, and accountability within the School
- Create awareness among students, parents, and staff regarding child safety and protection

4. SCOPE AND APPLICABILITY

This policy applies to:

- All students below the age of 18 years
- Teaching staff
- Non-teaching staff
- School leadership and management
- Contractual staff including transport, security, housekeeping, and canteen personnel
- Volunteers, interns, visitors, and external service providers

The policy applies during:

- School hours and school premises
- School transport
- Online or digital interactions related to school activities
- Off-campus activities including excursions, competitions, camps, and educational visits

5. DEFINITIONS (AS PER LAW)

Child

Any person below the age of 18 years.

Sexual Offence

Includes penetrative sexual assault, sexual assault, sexual harassment, and use of a child for pornographic purposes as defined under the Protection of Children from Sexual Offences Act, 2012.

Safeguarding Concern

Any suspicion, disclosure, complaint, observation, or evidence indicating that a child may be subjected to abuse, neglect, exploitation, or harm.



6. PRINCIPLES OF CHILD PROTECTION

Royal Global School is guided by the following principles:

- The safety and dignity of every child is paramount
- Every child has an equal right to protection from harm
- Safeguarding is the responsibility of every adult associated with the School
- Children must always be treated with respect, sensitivity, and empathy
- Confidentiality shall be maintained, except where disclosure is required by law for the protection of the child

7. DESIGNATED SAFEGUARDING STRUCTURE

7.1 Designated Safeguarding Officer (DSO)

The School shall appoint the Chairman of the Discipline Committee as the ex-officio Designated Safeguarding Officer (DSO).

The DSO shall be responsible for:

- Receiving and documenting safeguarding concerns
- Ensuring the immediate safety and well-being of the child
- Initiating mandatory reporting to law enforcement authorities when required
- Coordinating with the Special Juvenile Police Unit (SJPU) and Child Welfare Committee (CWC)
- Maintaining confidential safeguarding records
- Facilitating counselling and support services where required

7.2 Safeguarding Committee

The School Safeguarding Committee, which at Royal Global School shall be the Discipline Committee, will support the DSO in:

- Preventive measures for child protection
- Monitoring safeguarding compliance
- Organising awareness and training programmes
- Reviewing safeguarding practices within the School

8. MANDATORY REPORTING UNDER LAW

Under Section 19 of the Protection of Children from Sexual Offences Act, 2012, any person who has knowledge, suspicion, or information regarding a sexual offence against a child is legally obligated to report the matter immediately to the police or the Special Juvenile Police Unit (SJPU). Failure to report such information is punishable under Section 21 of the POCSO Act.

The School shall not conduct internal inquiries in place of mandatory legal reporting where an offence under POCSO is suspected.

9. REPORTING MECHANISM

Students or parents may report any safeguarding concern through the following channels:

- Informing a teacher or school authority
- Contacting the Designated Safeguarding Officer (DSO)
- Submitting a written complaint to the School administration

Upon receiving a concern:

1. The information shall be immediately reported to the DSO.
2. The DSO shall assess the situation and ensure the immediate safety of the child.
3. Where required by law, the matter shall be reported to the police/SJPU without delay.
4. Appropriate support measures shall be provided to the child.

10. CHILD-FRIENDLY PROCEDURES

The School shall ensure that:

- The child is not blamed, shamed, or intimidated
- The child is not subjected to repeated questioning
- The child's privacy and dignity are respected



- The child receives appropriate emotional support and counselling where required
- Interaction with authorities takes place in a child-sensitive manner

11. CODE OF CONDUCT FOR STAFF

All adults interacting with students must:

- Maintain appropriate professional boundaries
- Avoid any form of physical punishment or inappropriate contact
- Refrain from private or unsupervised interactions with students
- Ensure that communication with students occurs only through appropriate and authorised channels
- Avoid sharing personal contact details unnecessarily or communicating privately through social media

Any violation of this Code shall invite strict disciplinary action in accordance with school rules and applicable law.

12. SAFE RECRUITMENT AND TRAINING

Royal Global School follows safe recruitment practices to ensure student safety.

These include:

- Police verification of staff
- Verification of credentials and references
- Background checks where required

Additionally:

- All staff members must undergo mandatory POCSO sensitisation and safeguarding training.
- Staff shall sign a declaration acknowledging their duty to comply with this policy and relevant child protection laws.

13. STUDENT AWARENESS AND PREVENTION

The School shall conduct age-appropriate awareness programmes for students to promote child safety, including:

- Understanding safe and unsafe touch
- Awareness about personal boundaries
- Digital and online safety
- Encouraging students to report uncomfortable situations without fear

14. CONFIDENTIALITY AND RECORD KEEPING

- All safeguarding records shall be maintained securely and confidentially.
- Information shall be shared strictly on a need-to-know basis and in compliance with legal requirements.
- Records shall be preserved in accordance with statutory provisions.

15. ACTION IN CASE OF ALLEGATIONS AGAINST STAFF

If a safeguarding allegation is made against a staff member:

- The matter shall be reported immediately to the DSO.
- The staff member may be temporarily relieved of duties involving students pending inquiry.
- The School shall cooperate fully with law enforcement authorities and follow legal procedures.

16. PROTECTION AGAINST RETALIATION

No child, parent, or staff member who reports a safeguarding concern in good faith shall face retaliation, discrimination, or adverse consequences.

The School encourages responsible reporting to ensure the safety and protection of children.

17. FALSE COMPLAINTS

Any deliberate false complaint made with malicious intent shall be dealt with in accordance with the provisions of the Protection of Children from Sexual Offences Act, 2012 and relevant school disciplinary rules, without discouraging genuine reporting of concerns.

18. POLICY REVIEW

This policy shall be reviewed annually or earlier if required due to changes in law, government guidelines, or school procedures.



DISCIPLINE & GENERAL BEHAVIOUR POLICY

1. POLICY STATEMENT

Royal Global School is committed to maintaining a disciplined, safe, respectful, and orderly environment that supports academic excellence and holistic student development. The School believes that discipline should promote positive behavioural development and contribute to a learning environment where every student feels secure, respected, and supported.

2. OBJECTIVES OF THE POLICY

The objectives of this policy are to:

- Promote responsible behaviour and positive conduct within the school community
- Establish clear expectations and consequences for inappropriate behaviour
- Ensure fair, consistent, and age-appropriate disciplinary practices
- Maintain a safe and conducive learning environment
- Encourage accountability, reflection, and behavioural improvement among students

3. SCOPE OF APPLICABILITY

This policy applies to student behaviour:

- On school premises at all times
- During school-organised activities, events, excursions, sports, transport, and boarding
- On digital platforms or online spaces where school identity, safety, or discipline may be affected

The School reserves the right to take disciplinary action for conduct outside school hours if such behaviour affects the safety, reputation, or well-being of members of the school community.

4. EXPECTATIONS OF STUDENT CONDUCT

Students are expected to demonstrate:

- Respect towards peers, staff, visitors, and authority figures
- Responsible behaviour in classrooms and learning spaces
- Appropriate use of language, digital platforms, and school resources
- Care for school property and personal belongings
- Honesty, integrity, cooperation, and accountability in all school-related matters

5 RESPECT FOR SCHOOL PROPERTY AND RESOURCES

Students are expected to demonstrate responsibility, care, and respect while using School property.

Students shall:

- Handle all School property with care at all times.
 - Use laboratories, computer facilities, library resources, sports equipment, and transport services only with the permission and supervision of the concerned teacher or staff member.
 - Refrain from vandalising School property, including writing, drawing, defacing walls, furniture, equipment, buses, or facilities.
 - Ensure timely return and proper handling of library books and learning resources.
- Damage, Loss, and Accountability**
- Any damage to School property must be reported immediately to the concerned teacher or Homeroom Teacher.
 - The School shall inform the parent/guardian in cases of damage or loss of School property.
 - Parents/guardians shall be responsible for bearing the cost of repair or replacement, assessed on the basis of actual repair expenses or current market value of the item.
 - In cases where damage is caused by a group of students, the cost shall be shared equally among the students involved. disciplinary action as per the School's Discipline & General Behaviour Policy.

6. LEVELS OF BEHAVIOURAL INCIDENTS

Behavioural incidents are categorised as follows:

Minor Incident



Handled by the teacher or class authority. Repeated instances may be documented.

Significant Incident

Referred to the Disciplinary Committee. Parents may be informed.

Severe Incident

Immediately referred to the Principal and the Disciplinary Committee. Parents shall be informed without delay.

All incidents and related actions shall be formally documented and recorded in the student's file.

7. DISCIPLINARY ACTION – PRIMARY & MIDDLE SCHOOL

Depending on the nature and seriousness of the misconduct, disciplinary measures may include one or more of the following:

1. Verbal warning and counselling
2. Written documentation
3. Referral to the Disciplinary Committee and parent intimation
4. Parent meeting with school authorities
5. Suspension (1-5 days) if required.

8. DISCIPLINARY ACTION – HIGH SCHOOL

Disciplinary measures may include:

1. Verbal warning
2. Written documentation and counselling
3. Referral to the Disciplinary Committee
4. Behaviour Monitoring Report
5. Suspension (3-7 days)
6. Expulsion in cases of serious or repeated violations

9. EXAMPLES OF INAPPROPRIATE BEHAVIOUR

Inappropriate behaviour includes, but is not limited to:

- Physical aggression or possession of harmful objects
- Bullying, harassment, intimidation, or discrimination
- Academic dishonesty, cheating, or plagiarism
- Disruption of learning or misuse of technology
- Damage, theft, or misuse of school property

10. DISCIPLINARY COMMITTEE

To ensure fair, consistent, and transparent handling of disciplinary matters, the School shall constitute a Disciplinary Committee.

10.1 Composition

The Disciplinary Committee shall consist of:

- Chairman of the Discipline Committee
- Selected members from the School Faculty, which may include senior teachers, coordinators, counsellors, or administrative staff as designated by the School
- Additional members nominated by the Principal, where necessary depending on the nature of the case

The Committee shall function under the supervision of the Principal, who shall be the final authority in disciplinary matters.

11. PARENTAL RESPONSIBILITY

Parents are expected to:

- Cooperate with the School in matters of discipline
- Respond promptly to communications from the School
- Support and reinforce behavioural expectations at home

12. CONFIDENTIALITY

All disciplinary proceedings shall be handled with strict confidentiality, except where disclosure is required for the safety and well-being of students or the school community.

13. RESTORATIVE AND CORRECTIVE DISCIPLINE MEASURES

Royal Global School believes that discipline should be educative and corrective rather than purely punitive. Wherever appropriate, restorative approaches shall be used to help students understand the impact of their actions and improve their behaviour.

Restorative measures may include:

- Counselling or guidance sessions with teachers or counsellors
- Written reflections or behaviour review reports
- Restorative conversations or mediated discussions between concerned parties
- Behaviour Improvement or Monitoring Plans
- Constructive responsibilities within the school community
- Parent collaboration to support behavioural improvement

These measures may be implemented independently or alongside formal disciplinary action depending on the circumstances of the case.

14. DUE PROCESS IN DISCIPLINARY PROCEEDINGS

The School shall ensure that disciplinary actions are conducted in a fair and transparent manner.

The following procedures shall guide disciplinary action:

- Preliminary review of the reported incident by the concerned authority
- Documentation of the incident and related details
- Opportunity for the student to present their explanation
- Parent notification in cases of significant or severe misconduct
- Review by the Disciplinary Committee where necessary
- Final decision by the Principal based on the findings and recommendations

All disciplinary measures shall be proportionate to the nature of the misconduct and the age of the student.

15. POLICY REVIEW AND AMENDMENT

The School reserves the right to review, modify, or amend this policy in the interest of student safety, discipline, and institutional integrity.





EDUCATION TOURS, EXCHANGE, FIELD TRIPS & EXCURSIONS POLICY

1. POLICY STATEMENT

Royal Global School firmly believes that meaningful education extends beyond the classroom. Education tours, exchange programs, field trips, excursions, and participation in competitions—within India and abroad—are integral to experiential learning. These programmes enhance academic understanding, global perspective, cultural awareness, character development, and real-life, hands-on learning.

2. SCOPE AND TYPES OF PROGRAMMES

This policy applies to all students of Royal Global School, Guwahati, participating in any school-approved off-campus learning activity, whether conducted during or outside school hours, within India or abroad. It governs all stages of such programmes, including planning, approval, selection, supervision, conduct, safety, finances, communication, evaluation, and disciplinary action.

The policy is applicable to:

- All education tours, exchange programmes, field trips, excursions, competitions, meets, and events organised, endorsed, or facilitated by the school
- All students, teacher escorts, programme leaders, and authorised external agencies involved in such programmes
- All activities conducted under the school's name, supervision, or representation, irrespective of duration or destination

This policy shall be read in conjunction with other applicable school policies, rules, and statutory regulations. In the event of any conflict, the decision of the School Management shall be final and binding.

3. This policy applies to all off-campus learning activities organised, approved, or endorsed by RGS, including but not limited to:

3.1 Educational Tours

Short-term school-organised trips aimed at academic enrichment, cultural immersion, exposure visits, and character development.

3.2 Exchange Programmes

Longer-duration programmes involving:

- RGS students studying temporarily at partner institutions, or
- Hosting of students from partner schools for a defined period.

3.3 Field Trips

Curriculum-linked study visits organised during school hours, in partnership with industrial houses or State/National institutions, to promote real-life and hands-on learning. The entire cost of approved field trips is borne by the school.

3.4 Excursions (Domestic and International)

Multi-day educational and enrichment trips conducted within India or abroad, outside regular school hours.

3.5 Competitions, Meets and Events

Participation in inter-school, zonal, state, national, or international competitions and meets (e.g., CBSE Cluster Meets), where students are selected as per prescribed norms.

4. PROGRAMME APPROVAL AND STUDENT SELECTION

- All programmes, whether organised in-house or in collaboration with external agencies, must receive prior written approval from the School Management/Competent Authority.
- Participation is a privilege, not a right, and is subject to availability, approval, and adherence to this policy.
- Students shall be selected based on academic standing, behaviour, discipline record, physical fitness (where applicable), and their ability to represent the school responsibly.
- Non-adherence to selection criteria or policy conditions may result in denial or withdrawal of participation.

5. CURRICULUM INTEGRATION AND EDUCATIONAL PLANNING

- All programmes must be meaningfully linked to the school curriculum and learning objectives.
- Teachers and programme leaders shall design educational itineraries, activities, and learning outcomes aligned



with classroom instruction.

- Pre-trip orientation and post-trip reflection/debriefing shall be conducted to maximise learning outcomes.

6. Safety, Security and Supervision

- Student safety and security are of paramount importance.
- Comprehensive risk assessment and risk management procedures must be undertaken for every programme.
- Adequate supervision by qualified teacher escorts and authorised personnel is mandatory at all times.
- Local guides and certified tour operators may be engaged where required.
- Students must strictly follow instructions, roll calls, headcounts, curfews, and safety protocols without exception.

7. CODE OF CONDUCT FOR STUDENTS

All participating students must strictly adhere to the school's Code of Conduct, including:

7.1 Discipline and Behaviour

- Maintain discipline, punctuality, cooperation, and respectful behaviour at all times.
- Follow daily schedules and instructions without causing inconvenience to the group.
- Show respect to teacher escorts, fellow students, tour staff, locals, public property, and the environment.
- Comply with local laws, customs, traditions, and regulations at all destinations.

7.2 Group Conduct and Supervision

- Students must always remain with their assigned group.
- Individual roaming or unauthorised separation from the group is strictly prohibited.

7.3 Personal Responsibility

- Students are responsible for their personal belongings, including ID cards, passports, visas, tickets, and luggage.
- Carrying valuables and large sums of cash is strongly discouraged.

8. DRESS CODE AND ROOM CONDUCT

- Students must adhere to the prescribed dress code as instructed by the school.
- School jackets/uniform identifiers must be worn during travel, airport/flight boarding, or as directed.
- Clothing must be modest, comfortable, and appropriate for activities and climate. Room Conduct
- Male and female students are strictly prohibited from entering each other's rooms at any time.
- Violation shall invite strict disciplinary action, including suspension or termination of participation.

9. USE OF TECHNOLOGY AND SOCIAL MEDIA

- Mobile phones and electronic gadgets may be carried only if expressly permitted by the school.
- Usage must be responsible and limited to permitted times.
- Devices may be submitted to escort teachers at night or whenever instructed.
- Misuse of technology, unauthorised photography/videography, or posting inappropriate or sensitive content on social media is strictly prohibited.

10. PROHIBITED ITEMS AND CONDUCT

The following are strictly prohibited:

- Alcohol, tobacco, drugs, narcotics, or intoxicating substances
- Non-prescribed medicines without prior written approval
- Weapons, sharp objects, firecrackers, or hazardous materials
- Bullying, intimidation, physical fights, verbal abuse, or indiscipline
- Unsafe behaviour, pranks, or actions endangering self or others

Violations shall be referred to the School Disciplinary Committee.

11. HEALTH, HYGIENE, MEDICAL AND EMERGENCY PROTOCOLS

- Updated medical records, consent forms, and emergency contact details are mandatory for all participants.
- Students must maintain personal hygiene and cleanliness; littering is prohibited. Food must be consumed only from approved sources; unapproved street food is discouraged.
- If the student is allergic to any food, the same must be conveyed to the escort teacher by the parent/guardian.
- Prescribed medicines may be carried with prior intimation and supporting medical documents.



- The school shall establish clear medical and emergency response protocols, including insurance coverage and access to local medical facilities.

12. FINANCIAL CONSIDERATIONS

- The school shall maintain complete financial transparency regarding programme costs.
- Costs of excursions, exchange programmes, and competitions organised outside the city shall be borne by participating students.
- The school shall bear the full cost of approved field trips conducted during school hours.
- Financial assistance or scholarships may be considered, at the discretion of the school, to ensure equitable access.

13. COMMUNICATION WITH PARENTS AND GUARDIANS

- Parents/guardians shall receive detailed information regarding itineraries, objectives, costs, supervision, and emergency contacts.
- Written parental consent is mandatory before participation.
- Parents must provide accurate medical and emergency information.
- Parents/guardians shall not request meetings with their wards during any programme, even if present in the same city.
- Under no circumstances shall a student be permitted to leave the group or accompany parents, siblings, or relatives during the programme.

14. CANCELLATION, REFUNDS AND LIABILITY

- The school shall not be held responsible for cancellation, delay, or alteration of programmes due to force majeure events, including natural calamities, political disturbances, health emergencies, or unforeseen circumstances.
- Any financial loss arising from such circumstances shall not be the responsibility of the school.
- Refunds, if any, shall strictly be as per amounts recoverable from booking agencies; the school is not liable for non-refundable losses.

15. EVALUATION, REPORTING AND MONITORING

- Post-programme debriefing and evaluation sessions shall be conducted for students, teachers, and programme leaders.
- Feedback shall be documented and reviewed for continuous improvement.
- The school shall monitor compliance with this policy and review it periodically.

16. DISCIPLINARY ACTION

- Any breach of this policy shall invite disciplinary action as deemed appropriate by the school management.
- Serious violations may result in immediate termination of participation, suspension, or further disciplinary measures.





PARENT / GUARDIAN CONSENT FORM

(Field Trip / Excursion – India / Abroad)

I, _____, parent/guardian of _____
_____ (Student's Name), studying in Class _____, Section _____, hereby give my **informed consent** for my ward to participate in the field trip/excursion organised by **Royal Global School** to _____
_____ from _____ to _____.

I hereby declare and agree that:

1. I have carefully read, understood, and accepted the **Field Trip and Excursion Policy of Royal Global School**, including the Code of Conduct, safety norms, and disciplinary provisions.
2. I permit my ward to participate in all activities planned as part of the trip, subject to school rules and supervision.
3. I undertake to ensure that my ward strictly abides by all instructions issued by the school authorities, escort teachers, and authorised tour personnel.
4. I understand that my ward is personally responsible for his/her belongings, including luggage, valuables, passport, visa, money, and documents, and that the school shall not be liable for any loss, theft, or damage.
5. I confirm that my ward is medically fit to undertake the trip and have disclosed complete and accurate medical details, allergies, and medication requirements (if any).
6. I authorise the school and escort teachers to seek emergency medical treatment for my ward, if required, and agree to bear any expenses incurred thereof.
7. I understand that **refunds, if any**, in case of withdrawal, illness, or emergency shall be strictly limited to the amount refunded by airlines, hotels, or tour operators, and that the school shall not be liable for any non-refundable expenses.
8. I acknowledge that the school shall not be held responsible for cancellation, delay, or alteration of the trip due to unforeseen circumstances such as natural calamities, political disturbances, health emergencies, or force majeure events.
9. I agree that any violation of the policy by my ward may result in disciplinary action, including withdrawal from the trip or further action as deemed fit by the school management.

I hereby grant my unconditional consent and undertake to abide by all terms stated above.

Parent/Guardian Name: _____

Signature: _____

Contact Number: _____ Emergency Contact Number: _____

Date: _____

This Parent/Guardian Consent Form is comprehensive in nature and applies to all field trips, excursions (domestic and international), educational tours, conferences, inter school, zonal, state, national or international competition participations and exchange programs conducted/arranged/participated by the school during the year.



STUDENT DECLARATION

(Mandatory for Participation)

I, _____ (Student's Name), of Class _____, Section _____,
hereby solemnly declare that:

I hereby declare and agree that:

1. I have read, understood, and agree to comply with the Field Trip and Excursion Policy of Royal Global School in its entirety.
2. I shall maintain discipline, punctuality, and responsible behaviour at all times during the trip.
3. I shall remain with my assigned group and shall not move away or engage in any unauthorised activity.
4. I shall respect my teachers, fellow students, locals, public property, and adhere to local laws, customs, and traditions.
5. I shall not indulge in any prohibited conduct including fighting, bullying, verbal abuse, misuse of technology, or possession/consumption of alcohol, drugs, or any intoxicating substances.
6. I shall strictly follow instructions regarding dress code, curfew, room allotment, gadget usage, and safety protocols.
7. I understand that I am responsible for my personal belongings and documents.
8. I acknowledge that violation of any rule may invite disciplinary action, including immediate removal from the trip and further action by the school.

I affirm that I will conduct myself responsibly and uphold the reputation and discipline of Royal Global School at all times.

Student Name: _____

Signature: _____

Date: _____

This Student Declaration is comprehensive in nature and applies to all field trips, excursions (domestic and international), educational tours, conferences, inter school, zonal, state, national or international competition participations and exchange programs conducted/arranged/participated by the school during the year.



DRESS & GROOMING POLICY

Royal Global School believes in maintaining a standard when it comes to grooming of the students. Therefore, the school follows a strict Dress and Grooming Policy, whereby students and parents are required to ensure that it is adhered to.

1. GENERAL EXPECTATIONS

- Every student must report to school in the prescribed school uniform appropriate to the season (regular, sports, or winter uniform as notified).
- Uniforms must be clean, neat, well-ironed, and properly fitted.
- Students must wear clean, polished shoes with the prescribed socks.
- Wearing the School Identity Card is mandatory during school hours and at school-related events.
- Students are expected to be aware of and comply with the designated uniform schedule (regular uniform, sports uniform, winter wear, or special days).

2. GROOMING STANDARDS – APPLICABLE TO ALL STUDENTS

The following are strictly prohibited:

- Coloured, highlighted, streaked, or chemically treated hair
- Extreme, fashionable, or unconventional hairstyles
- Fancy accessories, decorative belts, badges, or non-prescribed items
- Fancy shoes, sandals, slippers, heels, or footwear not specified by the School
- Long or unclean nails; use of nail polish (including transparent or tinted polish)
- Visible tattoos of any kind (temporary or permanent)
- Use of make-up, cosmetics, kajal, eyeliner, lipstick, foundation, or similar products
- Wearing of perfumes, strong deodorants, or body sprays during school hours

3. SPECIFIC GUIDELINES FOR BOYS

- Hair must be short, neatly trimmed, and well-combed; hair should not touch the collar or fall over the eyes.
- Long hair is not permitted. Students found violating this norm will be warned; repeated non-compliance may result in corrective action, including a haircut arranged by the School.
- Beards and moustaches are not permitted unless supported by a valid medical or religious reason with prior approval from the School authorities.
- Sideburns must be neatly trimmed and not extend below the middle of the ear.

4. SPECIFIC GUIDELINES FOR GIRLS

- Hair must be neatly tied (braids, ponytails, or plaits) using plain black or navy-blue hair accessories only.
- Open hair is not permitted during school hours.
- Hairbands, clips, and ribbons must be simple and in School-approved colours.
- Use of jewellery is restricted to small, simple ear studs only. Dangling earrings, bangles, rings, anklets, or chains are not permitted.

5. JEWELLERY AND ACCESSORIES

- No jewellery is allowed except as specifically permitted by the School.
- Smart watches, fitness bands, or decorative wrist accessories are not permitted unless explicitly authorised.
- Religious symbols, if worn, must be discreet and concealed under the uniform.

6. SPORTS AND ACTIVITY DAYS

- Students must wear the prescribed sports uniform only on designated days.
- Wearing sports shoes is compulsory on sports days and activity periods.
- No modification or mixing of regular and sports uniforms is permitted.



7. RESPONSIBILITY OF PARENTS AND STUDENTS

- Parents/guardians are expected to ensure that their child complies with the Dress and Grooming Policy before leaving home.
- Repeated reminders or violations reflect disregard for School discipline and values.

8. DISCIPLINARY ACTION

- Non-adherence to the Dress and Grooming Policy may invite disciplinary action, as deemed appropriate by the School.
- This may include warnings, notes to parents, temporary withdrawal from class activities, sending the student back or other corrective measures.
- Persistent non-compliance may lead to stricter action in accordance with the School's Discipline Policy.

The dress code for summer and winter is as follows:

Summer (EY 1-3)	
Boys	Girls
Half T-Shirt (Sky Blue)	Blue Tunic with tights
Blue Shorts	Socks
Socks	Black Shoes
Black Shoes	

Summer (Grade I-II)	
Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Shorts (Checks)	Skirt (Checks)
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes

Winter (EY 1-3)	
Boys	Girls
Hoodie (Blue)	Hoodie (Blue)
Track pant (Blue)	Track pant (Blue)
Full T-shirt (white)	Full T-shirt (white)
Cap & Muffler	Cap & Muffler

Winter (Grade I-II)	
Boys	Girls
Full Shirt (Sky Blue)	Full Shirt (Sky Blue)
Trouser (Checks)	Trouser (Checks)
Track Suit	Track Suit
Half Sweater	Half Sweater
Full Sweater	Full Sweater
Cap & Muffler	Cap & Muffler

Summer (Grade III)	
Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Shorts (Grey)	Divided Skirt (Checks)
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes
T-Shirt	T-Shirt

Winter (Grade III)	
Boys	Girls
Full Shirt (Sky Blue)	Full Shirt (Sky Blue)
Trouser (Grey)	Trouser (Grey)
Track Suit	Track Suit
Half Sweater	Half Sweater
Full Sweater	Full Sweater
Cap & Muffler	Cap & Muffler
Socks	Socks

Winter (Grade IV-V)	
Boys	Girls
Full Shirt (Sky Blue)	Full Shirt (Sky Blue)
Trouser (Grey)	Trouser (Grey)
Track Suit	Track Suit
Half Sweater	Half Sweater
Full Sweater	Full Sweater
Cap & Muffler	Cap & Muffler
Blazer	Blazer
Tie	Tie
Socks	Socks

Summer (Grade IV-V)	
Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Shorts (Grey)	Divided Skirt (Checks)
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes
T-Shirt	T-Shirt

Summer (Grade VI-VIII)	
Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Trousers (Grey)	Divided Skirt (Checks)
Socks	Socks
Tie	Tie
Track Suit	Track Suit
Belt	Belt
Black Shoes	Black Shoes
T-Shirt	T-Shirt

Winter (Grade VI-VIII)	
Boys	Girls
Full Shirt (Sky Blue)	Full Shirt (Sky Blue)
Trouser (Grey)	Trouser (Grey)
Track Suit	Track Suit
Half Sweater	Half Sweater
Full Sweater	Full Sweater
Blazer	Blazer
Cap & Muffler	Cap & Muffler
Tie	Tie
Socks	Socks

Summer (Grade IX-XI)	
Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Trousers (Grey)	Trousers (Grey)
Socks	Socks
Tie	Tie
Track Suit	Track Suit
Belt	Belt
Black Shoes	Black Shoes
T-Shirt	T-Shirt

Winter (Grade IX-XII)	
Boys	Girls
Full Shirt (Sky Blue)	Full Shirt (Sky Blue)
Trouser (Grey)	Trouser (Grey)
Track Suit	Track Suit
Half Sweater & Full Sweater	Half Sweater & Full Sweater
Cap & Muffler	Cap & Muffler
Blazer	Blazer
Tie	Tie
Socks	Socks



EXAMINATION POLICY FOR STUDENTS

1. Policy Statement

The School is committed to implementing a fair, transparent, inclusive, and learner-centric examination system that supports academic excellence, continuous improvement, and holistic development of students.

This Joint Examination Policy governs the planning, conduct, assessment, evaluation, and reporting of all examinations across both Cambridge International Education (CIE) and Central Board of Secondary Education (CBSE) curricula, while duly respecting the distinct assessment frameworks prescribed by each board.

The policy ensures that all examinations are conducted with integrity, consistency, academic rigour, and equity, and that assessment practices align with national and international educational standards, including CBSE's School Quality Assessment and Assurance Framework (SQAAP) and Cambridge International Assessment principles.

2. Objectives of the Examination Policy

In accordance with the National Education Policy (NEP) 2020, the objectives of this policy are to:

- Promote competency-based assessment focusing on application, analysis, and conceptual understanding
- Ensure transparency, fairness, and reliability in all examination processes
- Support formative assessment practices that emphasise continuous feedback and improvement
- Encourage ethical conduct, responsibility, and learner autonomy among students
- Align internal assessments with CBSE and Board examination reforms envisaged under NEP 2020
- Facilitate holistic progress monitoring, encompassing both scholastic and co-scholastic domains

3. Assessment Philosophy

The School adopts a balanced and integrated assessment approach, which includes:

- Assessment for Learning (Formative)
- Assessment of Learning (Summative)
- Assessment as Learning (Reflective and self-assessment)

Assessments are designed to evaluate:

- Conceptual understanding and subject mastery
- Application, analysis, and higher-order thinking skills
- Practical, experimental, and project-based competencies
- Work habits, collaboration, responsibility, and academic discipline

Consistent with NEP 2020, assessment practices are formative, diagnostic, and competency-oriented, with emphasis on reducing rote memorisation and promoting critical thinking, problem-solving, creativity, and experiential learning.

The assessment framework integrates:

- Formative assessments for continuous feedback
- Summative assessments for benchmarking learning outcomes
- Multiple modes of assessment to address diverse learner needs

Students are encouraged to reflect on feedback, set learning goals, and actively engage in their own academic growth.

4. Grading System for Cambridge International Education (CIE) and CBSE

4.1 Cambridge International Education (CIE)

Cambridge International Education refers to the globally recognised system of qualifications such as IGCSE, AS, and A Levels, offered by the University of Cambridge. The curriculum focuses on inquiry-based learning, critical thinking, problem-solving, and international academic standards.



Score Performance Bands

Marks Performance Band

0	Unclassified
1-10	Basic
11-20	Aspiring
21-30	Good
31-40	High
41-50	Outstanding

4.2 Central Board of Secondary Education (CBSE) – NEP Aligned Classes I to XII (Scholastic Areas)

Grade	Marks Range
A1	91-100
A2	81-90
B1	71-80
B2	61-70
C1	51-60
C2	41-50
D	33-40
E	32 & below

Board Examinations – Classes X and XII

Grades are awarded based on the **CBSE 9-point grading system** using rank-order grading among passed candidates. Minor variations may be made to adjust ties as per CBSE norms.

Grade Rank Order

- A-1 Top 1/8th of the passed candidates
- A-2 Next 1/8th of the passed candidates
- B-1 Next 1/8th of the passed candidates
- B-2 Next 1/8th of the passed candidates
- C-1 Next 1/8th of the passed candidates
- C-2 Next 1/8th of the passed candidates
- D-1 Next 1/8th of the passed candidates
- D-2 Next 1/8th of the passed candidates
- E* Essential Repeat

5. Assessment Structure and Weightage Framework

CAMBRIDGE CURRICULUM	
STAGES 1&2	
PROGRESSION TESTS	
PROGRESSION TEST-I,II &III	GRADED
G.K & GLOBAL PERSPECTIVES	GRADED (Will not be included to calculate the scholastic aggregate grade)

CAMBRIDGE CURRICULUM		
COMPONENT	MAXIMUM MARKS	WEIGHTAGE
WEEKLY TEST I/II	25	5
PROGRESSION TEST-I & III	30	15
PROGRESSION TEST-II & IV	50	80
G.K & GLOBAL PERSPECTIVES	25	ONLY GRADED



STAGES 4 & 5		
COMPONENT	MAXIMUM MARKS	WEIGHTAGE
WEEKLY TEST I/II	25	5
PROGRESSION TEST-I & III	40	15
PROJECT	10	10
PROGRESSION TEST-II & IV	70	70
G.K & GLOBAL PERSPECTIVES	25	ONLY GRADED

NOTE:

Weekly Tests will be done in the form of Formative Assessments. Performance bands will be reflected in the report card as per the Cambridge Education Policy.

Grades I and II

Component	Maximum Marks	Weightage
EV I	25	25
EV II	25	25
EV III	25	25
Aggregate	75	100

Grade III

Component	Maximum Marks	Weightage
Weekly Test I / II	25	5
Periodic Assessment I / II	30	15
Half-Yearly / Annual Exam (Theory)	50	80%

Grades IV - V

Component	Maximum Marks	Weightage
Weekly Test I / II	25	5
Periodic Assessment I / II	40	15
Project	10	10
Half-Yearly / Annual Exam (Theory)	70	70
GK	25	Only Graded

Grades VI - VIII

Component	Maximum Marks	Weightage
Weekly Test I / II	25	5
Periodic Assessment I / II	40	5
Project	5	5
Work Habits	5	5
Half-Yearly / Annual Exam (Theory)	80	80
GK	25	Only Graded

Grades IX - X

Component	Maximum Marks	Weightage
Weekly Test I / II	25	5
Periodic Assessment I / II	40	



Multiple Assessment	5	5
Subject Enrichment	5	5
Portfolio	5	5
HY/AE Theory	80/50/30	80

Preboard Grade X & XII		
Component	Maximum Marks	Weightage
Preboard I		
Practical	20/30/40/70	20/30/40/70
Theory	80/70/60/30	80/70/60/30
Preboard II Theory	80/70/60/30	100

Note: For grade X, internal assessment marks for board exam will be based on the best of internal assessment marks scored in half yearly exam and pre board.

Grades XI - XII

Component		Marks	Weightage
Internal Assessment		20/30/40/70	20/30/40/70
50%	Weekly Test		
50%	Periodic Assessment		
50%	Practical		
HY/AE (Theory)		80/70/60/30	80/70/60/30

The syllabus and date sheet for Weekly Tests shall be shared monthly.

For Periodic Assessments, Half-Yearly, and Annual Examinations, the syllabus and date sheet shall be shared at **least 30 days in advance**.

6. Attendance and Eligibility for Examinations

- Students must fulfil a minimum of 75% attendance as prescribed by CBSE and the School
- Valid and documented absences shall be considered empathetically while maintaining academic rigour
- Absence without approved justification shall result in the student being marked ABSENT

7. No Retest Policy for Internal Examinations

7.1 Policy Overview

- No retest shall be conducted for any internal examination
- Missed assessments shall be addressed through academic support and feedback
- Question papers may be provided for self-practice and learning continuity

7.2 Valid Grounds for Marks Extrapolation

Marks extrapolation may be considered in cases of:

- Compassionate circumstances
- Participation in school-representative or experiential learning activities
- Documented medical reasons

8. Extrapolation of Marks

8.1 Eligibility Criteria

- The student must have participated in at least 50% of assessment components
- Extrapolation shall be based on demonstrated performance
- Students who have not participated in any assessment shall not be awarded marks

8.2 No Retest Provision

There shall be no provision for retest for weekly tests, unit tests, half-yearly, or annual examinations. Students may be provided the question paper for home practice.

8.3 Eligibility for Marks Extrapolation

Marks extrapolation may be considered under the following circumstances:



- **Compassionate Grounds:**

In the event of the demise of an immediate family member, parents must email principal@rgs.edu.in with a copy marked to the Homeroom Teacher. The death certificate may be submitted subsequently for documentation.

- **Representation of the School:**

Participation in state or national-level events on the examination day, with prior approval and signatures of the Class Teacher, Coordinator, HOD, Vice Principal, Principal, and Director.

- **Medical Reasons:**

Supported by a valid medical certificate issued by a registered medical practitioner.

8.4 Marking Absent

For all other reasons, the student shall be marked ABSENT, and no marks shall be awarded.

8.5 Documentation Requirement

All supporting documents must be emailed by parents and verified by the Class Teacher. Documents shall be submitted to the Academic Coordinator for final approval from concerned authority.

8.6 Academic Accountability

Class Teachers shall exercise professional judgement while calculating extrapolated marks. Class Teachers and Academic Coordinators shall ensure accuracy, transparency, and compliance.

Calculation for Extrapolation of Marks

Example:

Student Name: Rakesh Kumar

Total Subjects: 6

Marks obtained (out of 40):

- Hindi: 33
- English: 37
- Mathematics: Absent (Medical Reason)
- Science: 29
- Social Science: 31
- Computer: 35

Average of appeared subjects = $(33 + 37 + 29 + 31 + 35) \div 5 = 33$

Therefore, **33 marks** shall be awarded in Mathematics as extrapolated marks.

9. Unfair Means (UFM) Policy

Academic integrity is a foundational value of the School. Any breach shall be treated as use of unfair means.

(For details see the Unfair Means Policy Page No-)

10. Student Responsibilities During Examinations

Students are required to:

- Maintain punctuality and preparedness
- Uphold academic honesty
- Follow invigilator instructions
- Carry the admit card downloaded from the School ERP

11. Examination Answer Script Review and Return Policy

Classes I to VIII

Evaluated answer scripts shall be handed over to parents for review, as per the schedule notified by the School.

Procedure for Review

Parents seeking review must submit a formal request via email within **one week of result declaration**. Reviews shall be permitted only on scheduled dates and times fixed by the Examination Department.

Classes IX to XII

Evaluated answer scripts shall not be returned. However, answer scripts may be shown strictly in accordance with CBSE norms and only on dates and times fixed by the Examination Department.

Half-Yearly and Annual Examinations

Note : Evaluated answer scripts of Half-Yearly and Annual Examinations shall not be returned at any level.

I-III : Evaluated answer script shall be returned to students/parents.

IV-VIII : Evaluated answer script of Annual Examination shall not be returned to students/parents.

IX-XIII : Evaluated answer script of Examinations shall not be returned to students/parents.





LIBRARY POLICY

1. POLICY STATEMENT

The Library of Royal Global School is a vital academic resource that supports teaching, learning, and independent inquiry. This policy aims to ensure the responsible use of library facilities, resources, and services while maintaining discipline, silence, and respect for shared property.

The Library functions in alignment with the School's Discipline Policy, Student Conduct Rules, and Academic Integrity guidelines.

2. MEMBERSHIP AND ACCESS

2.1 Membership

- All students, teaching staff, and non-teaching staff of Royal Global School are eligible for library membership.
- The Librarian reserves the right to deny access to the Library or restrict the use of resources under special circumstances, without assigning any reason.

2.2 Compliance

- Any violation of library rules may result in suspension or withdrawal of library privileges.
- Suggestions for procurement of books or improvement of services may be submitted to the Librarian in writing.
- Updates or changes to library rules shall be notified on the Library Notice Board or through official school communication.

3. RULES FOR USE OF THE LIBRARY

Students and staff shall adhere to the following rules while using the Library:

- Personal belongings must be left at the designated area outside the Library.
- Silence and decorum must be maintained at all times.
- Writing, marking, tearing, or damaging library materials is strictly prohibited.
- Readers shall be fully responsible for any damage caused to books or library property and shall replace the item or pay its full cost. If a book is part of a set, the entire set shall be replaced.
- All reference materials used for consultation must be returned to the circulation desk before leaving.
- Readers must vacate their seats at least 10 minutes before Library closing time.

4. LIBRARY ID AND ADMISSION

- The School Identity Card shall serve as the Library ID Card for all students.
- Students must carry their School Identity Card during every Library visit and present it at the circulation counter for issuing or returning books.
- The Library ID is valid for one academic year only.
- In case of loss of the School Identity Card, the student must immediately inform the Librarian in writing.
- Library services shall remain suspended until a duplicate Identity Card is issued as per School norms.
- The student shall submit a written undertaking accepting responsibility for any books issued against the lost card.

5. LOAN PRIVILEGES

- Each student is permitted to borrow one book at a time.
- Borrowed books must be returned on or before the due date stamped on the date slip.
- Reference books and periodicals shall not be issued and are meant strictly for in-library consultation.
- Subject periodicals may be consulted in respective departmental libraries, where applicable.
- Sub-lending of library books or Identity Cards is strictly prohibited.
- The Librarian reserves the right to recall a book at any time, even during the loan period.

6. CONDITIONS OF LOAN

- The standard loan period for a book is one week from the date of issue.
- Borrowers must examine books at the time of issue and report any damage immediately; failure to do so will make the borrower responsible for damage noticed later.
- If damage or mutilation is observed at the time of return, the borrower shall be held fully responsible.



7. RENEWAL OF BOOKS

- Renewal for an additional period of one week may be permitted, subject to demand.
- The book must be physically produced at the circulation counter for renewal and re-stamping of the due date.
- Books in high demand may be issued for a shorter duration or temporarily reclassified as reference material.

8. RETURNS AND CLEARANCE

- Books must be returned on the due date mentioned on the date slip.
- If the due date falls on a school holiday, the next working day shall be treated as the valid return date.
- Absence from school shall not be accepted as a reason for delayed return.
- Students leaving the school must return their School Identity Card and obtain a Library No Dues Certificate.
- Students of Classes X and XII must clear all library dues and return all borrowed books before appearing for final examinations. No clearance shall be granted otherwise.

9. OVERDUE CHARGES AND PENALTIES

- Overdue books shall attract a fine of ₹5 per book per day, calculated from the day after the due date.
- Borrowing privileges shall remain suspended until all fines are paid.
- Books not returned within one month of the due date shall attract a penalty of ₹50 or the cost of the book, whichever is higher, inclusive of holidays.
- In case of loss or non-return of a book within the stipulated time, the borrower shall pay three times the printed price of the book.

10. DISCIPLINARY ACTION

Repeated violation of Library rules, damage to resources, or misuse of facilities may result in:

- Suspension of library privileges
- Recovery of cost and penalties
- Disciplinary action under the School Discipline Policy

11. POLICY APPROVAL

This Library Policy has been reviewed and approved by the Management of Royal Global School.





NO-TOLERANCE & STUDENT CONDUCT POLICY

1. Purpose

Royal Global School is committed to maintaining a safe, disciplined, respectful, and inclusive learning environment. This policy outlines behaviours that are strictly prohibited on the school campus, during school transport, at school events, and on digital platforms where student conduct impacts the school community.

The policy establishes clear expectations and a zero-tolerance framework for serious misconduct, ensuring the physical, emotional, and moral well-being of all stakeholders.

2. Scope

This policy applies to student conduct:

- Within the school campus
- During school hours and school transport
- At school-organised events, excursions, and off-campus activities
- On digital and social media platforms where the school's name, image, or members are involved

3. Zero-Tolerance Behavioural Offences

The school shall maintain a strict no-tolerance policy for the following acts. Any violation may result in immediate disciplinary action, and parents/guardians may be summoned without prior notice.

3.1 Violence

- Any form of physical, verbal, or psychological violence is strictly prohibited.
- This includes violence in classrooms, corridors, playgrounds, buses, hostels, and during off-campus school activities.

3.2 Use of Abusive or Offensive Language

- Use of foul, abusive, obscene, or derogatory language in any form—spoken, written, or digital—is prohibited.

3.3 Bullying, Teasing, and Harassment

- Any behaviour that causes physical or emotional harm or creates a hostile environment is strictly prohibited.
- This includes intimidation, teasing, cyberbullying, social exclusion, and harassment of peers, teachers, or staff.

3.4 Sexual Misconduct and Related Offences

The following acts will attract strict disciplinary action:

- Unwelcome or inappropriate physical contact
- Spreading rumours or allegations of a sexual nature
- Pressurising any individual for sexual activity
- Being found in a compromising position
- Making explicit sexual comments or gestures
- Writing or sharing sexually suggestive letters, messages, images, posts, or calls
- Misuse of social media or digital platforms for sexually inappropriate communication

3.5 Smoking, Alcohol, Drugs, and Substance Abuse

- Possession, use, sharing, or sale of cigarettes, lighters, tobacco products, alcohol, illegal drugs, or unprescribed substances is strictly prohibited.

3.6 Gambling

- Participation in or encouragement of gambling activities in any form is strictly forbidden.

3.7 Discrimination and Social Offences

- Any form of casteism, communalism, untouchability, or discrimination based on language, gender, caste, colour, religion, or creed will not be tolerated.

3.8 Damage to School Property

- Writing or scribbling on walls, desks, benches, doors
- Vandalism, theft, or destruction of school property
- Lighting flames, spitting on walls, plucking flowers, or misuse of facilities



Students involved in such acts may be liable to disciplinary action and monetary penalties.

3.9 Celebrations Within School Premises

- Students are not permitted to celebrate their own birthdays or birthdays of teachers/friends or any personal event by:
 - Decorating classrooms with balloons, streamers, or similar materials
 - Sticking cello tapes or adhesives on walls, furniture, or boards
 - Bringing cakes or cooked food items to school
- For birthdays only, students may bring limited sweets or chocolates, subject to class teacher permission.
- Any unauthorised celebration will be treated as a violation of school discipline.

3.10 Use of Cosmetics and Appearance

- Use of cosmetics, fancy accessories, or non-uniform grooming is strictly prohibited.
- Hair must be neatly groomed as per school norms.
- Simplicity and uniformity are mandatory within the school campus.

3.11 Possession of Others' Belongings

- Taking or using another student's belongings without permission—including books, stationery, tiffin, or personal items—is strictly prohibited.

4. List of Prohibited Items on School Campus

The following items are strictly prohibited unless written permission is granted by the Principal:

- All electronic gadgets including mobile phones, smart watches, ear pods, pen drives, cameras, MP3 players, hard disks, etc.
- Cash exceeding ₹250
- Aerated drinks
- Packaged food items brought in bulk
- Cosmetics or beauty products
- Gift items intended for students, teachers, or staff
- Tobacco, tobacco products, alcohol, illegal or unprescribed drugs

5. Public Display of Affection (PDA)

Public display of affection (PDA) is strictly prohibited within the School premises, on School buses, and during any School-sponsored activity or event, whether conducted on campus or elsewhere.

Unacceptable public displays of affection include, but are not limited to:

- Any form of embracing or prolonged physical closeness
- Inappropriate or intimate touching
- Indecent exposure or suggestive behaviour

Such behaviour is considered irresponsible, disruptive to the educational environment, and may also amount to a violation of applicable child protection and sexual harassment norms.

6. Disciplinary Action

- Any violation of this policy may invite disciplinary action ranging from warning, confiscation, fine, suspension, or other action deemed appropriate by school authorities.
- In serious cases, parents/guardians shall be called immediately.
- Repeated violations may lead to stricter consequences.





POLICY ON PARENTAL CODE OF CONDUCT

INTRODUCTION

This Parental Code of Conduct outlines the expectations of Royal Global School regarding the conduct, cooperation, and responsibilities of parents and guardians of all enrolled students. This Code supplements the School's existing policies and is integral to maintaining a safe, disciplined, respectful, and nurturing learning environment.

Parents play a vital role in upholding the School's ethos, discipline, and educational objectives. They are expected to model courtesy, restraint, and respect in all interactions with School staff, students, and other parents. The School reserves the right to frame, interpret, and enforce rules necessary for its effective functioning.

In all disciplinary matters, the decision of the School shall be final.

1. PARENTAL RESPONSIBILITIES

Parents and guardians are expected to always adhere to the following standards:

1.1 General Conduct

Parents shall:

- Conduct themselves in an ethical, dignified, and responsible manner.
- Promote acceptable social behaviour and discipline among their wards.
- Attend all Parent-Teacher Meetings (PTMs), Open Houses, and School events when notified. In case of unavoidable absence, prior written intimation must be sent to the Class Teacher.
- Collect Report Cards personally. Under no circumstances shall Report Cards be handed over to students or unauthorised persons.
- Dress formally and appropriately during School visits, meetings, and events.
- Ensure timely payment of School fees. Non-payment beyond six months may result in removal of the student's name from the School rolls.
- Refrain from making defamatory remarks or unwarranted criticism of the School or its staff. All grievances must be submitted through formal written communication only.
- Inform the School of a ward's absence through email or the School Almanac, in accordance with the Attendance Policy.
- Review, sign, and return Report Cards, assessment papers, and official communications within the stipulated time.
- Promptly notify the School in writing of any change in address, contact details, or signature.
- Maintain patience, decorum, and respectful conduct during all interactions with School personnel.
- Not request School staff, security, or transport personnel to deliver forgotten items to students during School hours.
- Keep mobile phones on silent mode within the School premises.
- Personally escort wards (Nursery-Class V) while boarding and alighting School buses.
- Avoid arguments or confrontations with teachers, transport staff, or security personnel. Concerns must be addressed formally through the School Office.
- Not remain or spend time in School fields, cafeteria, reception lounge, or other common areas unless prior permission has been obtained from the School authorities.

1.2 Ensuring Compliance with Student Discipline

Parents shall:

- Familiarise themselves with School rules and ensure their wards adhere to them.
- Ensure compliance with uniform, grooming, punctuality, and attendance norms.
- Encourage care for personal belongings, School property, and the belongings of others.
- Support independent and timely completion of homework and assignments.
- Ensure that wards bring only vegetarian food and avoid non-biodegradable materials.
- Ensure School bags contain required books, stationery, and the School Almanac.
- Prohibit wards from carrying:
 - o Valuables or jewellery, except with prior written permission (the School bears no responsibility for loss).



- o Unapproved articles such as toys, magazines, or storybooks.
- o Intoxicants or prohibited substances, possession of which shall result in immediate suspension.
- Check School circulars and official communications on a daily basis.
- Carry the Parent Identity Card while visiting the School or collecting the ward. Loss of the Parent ID Card must be reported immediately; replacement shall be issued upon payment of the prescribed fine.
- Ensure all personal belongings are clearly labelled.
- Ensure that if sweets are to be distributed on birthdays, chocolates not exceeding Rs. 20/- per child is to be sent.
- Ensure daily use of Student Identity Cards. Loss or damage shall attract a fine as per School policy.

1.3 Attendance and Leave Regulations

Parents shall:

- Ensure punctual arrival and dispersal timings are strictly followed.
- Minimise absences and seek prior approval for leave. Leave exceeding two working days requires approval from the Principal.
- Plan family trips only during School vacations.
- Refrain from requesting half-day leave except in genuine emergencies.
- Not send unwell children to School merely to appear for examinations.
- Ensure attendance on the first and last days of each academic term.
- Comply with health and safety requirements, including submission of medical certificates where required.
- Ensure a minimum of 75% attendance per academic session.

1.4 Transport and School Bus Protocol

Parents shall:

- Follow the School Transport Policy in letter and spirit.
- Ensure timely presence at designated bus stops.
- Submit written applications for any change in bus routes, stops, or mode of dispersal within stipulated timelines.
- Carry the Parent Identity Card while collecting wards from bus stops.
- Refrain from contacting bus drivers directly at the time of boarding the School buses.
- Refrain from giving gifts or cash to drivers, helpers, or attendants.
- Avoid disputes with transport staff and submit grievances through formal channels only.
- Acknowledge that the School shall not be liable for incidents occurring during private commutes.

1.5 Interaction with Management, Teachers, and Staff

Parents shall:

- Refrain from calling teachers or sending emails after 6:00 p.m., except in unavoidable emergency situations.
- Attend scheduled meetings and respond promptly to requests for discussion.
- Address concerns first to the Class Teacher and escalate only if unresolved.
- Use official communication channels only; anonymous, abusive, or inappropriate communication shall not be entertained.
- Refrain from demanding expulsion of other students as an initial corrective measure.
- Not solicit private tuition from School teachers.
- Respect professional boundaries and refrain from seeking personal contact details of staff members.
- Maintain respectful, cooperative, and non-confrontational communication at all times.

1.6 Use of Technology and School Systems

Parents are encouraged to utilise:

- The School Mobile Application for academic updates and official communication.
- RFID-enabled Identity Cards for student safety and tracking.
- CCTV systems, with the understanding that access to footage shall remain solely at the School's discretion.
- The School Website as the official source of announcements and policy updates.

This Code is binding on all parents and guardians. Adherence is essential for maintaining a respectful, secure, and productive School environment.



POLICY ON PROHIBITION OF UNAUTHORISED GADGETS

1. Rationale

Royal Global School is committed to providing a safe, focused, and distraction-free learning environment. The possession or use of unauthorised electronic gadgets and toys interferes with academic engagement, classroom discipline, and student well-being.

Privately owned devices pose risks related to safety, data privacy, cyber misuse, distraction, and social discord, while toys and recreational items disrupt classroom focus. In alignment with the School's Discipline Policy, Student Safety Policy, and Digital Responsibility Guidelines, Royal Global School adopts a zero-tolerance approach towards unauthorised gadgets and toys on campus.

2. Scope and Applicability

This policy applies to:

- All students of Royal Global School
- All school premises, including classrooms, corridors, playgrounds, activity areas, and school buses
- All school hours, school-related activities, and transport services

3. Prohibited Items

Students are strictly prohibited from bringing or possessing the following items in school or on the school bus:

Electronic Devices

- Mobile / cell phones
- Tablets and iPads
- Laptops (unless explicitly permitted for academic use)
- Smart watches
- Ear pods, headphones, Bluetooth devices
- Cameras and recording devices
- Gaming devices (e.g., PSPs, Game Boys, handheld consoles)
- iPods or similar personal music players
- Any other unauthorised electronic or digital device

Toys and Play Items

- All toys and recreational play items not issued or approved by the School

4. Limited Academic Exceptions

- Tablets, Laptops or Pendrives may be permitted strictly for academic purposes and only with prior written permission of the subject teacher.
- If a student believes that a particular playable or activity-based item may contribute constructively to school activities, the student must submit a written request to the concerned teacher and obtain explicit written approval before bringing the item to school.
- Verbal permissions shall not be considered valid.

5. Consequences of Violation

Royal Global School follows a strict enforcement mechanism for violations of this policy.

First and Final Infraction

- Any prohibited gadget found in possession of a student shall be immediately confiscated and the matter will be taken up by the School Disciplinary Committee.
- The confiscated item shall be retained by the School until the end of the academic year.
- The item shall be handed over to the parent/guardian only after the declaration of the Annual Result and during the PTM, without exception.

Repeated violations may attract additional disciplinary measures under the School Discipline Policy.

6. Confiscation Procedure

- Any staff member authorised under school duty may confiscate a prohibited item.
- The item shall be:



- o Powered down immediately (in case of electronic devices)
- o Clearly labelled with student details
- o Secured and submitted to the School Administrator at the earliest
 - Confiscated items shall be stored under standard conditions.

⚠ Important Disclaimer

- The School does not assess, repair, replace, upgrade, or insure confiscated items.
- The School shall not entertain claims related to loss, damage, malfunction, or data issues of confiscated devices.

7. Parental Responsibility

Parents are expected to:

- Ensure that students do not carry prohibited items to school
- Support the School in reinforcing discipline, digital responsibility, and safety norms
- Understand that violation of this policy may result in long-term confiscation of the item

8. Alignment with School Policies

This policy operates in conjunction with:

- Student Discipline Policy
- Student Safety & Security Policy
- Child Protection Policy

In case of any conflict, the School's decision shall be final and binding.





PROMOTION POLICY

1. Policy Statement

This Promotion Policy is framed in accordance with the CBSE Examination Bye-laws. The objective is to ensure academic rigor, fairness, transparency, and compliance with statutory requirements. This policy applies to all students of Classes I to XII at Royal Global School.

2. Attendance Requirement

- A minimum of 75% attendance in the academic session is mandatory for eligibility to appear in the Annual Examination.
- Relaxation in attendance, if any, shall be granted only on genuine medical or exceptional grounds. Such relaxation must be supported by documentary evidence and approved by the Head of the Institution.

3. Minimum Academic Requirement

- A student must secure a minimum of 33% marks in Theory in each subject in the Annual Examination to be considered pass and promoted.

4. Promotion Criteria

Grades 1 to 4

1. If a student fails in any number of subjects, the parents will be called to school.
2. An undertaking must be signed by the parents regarding the student's academic performance and improvement. Promotion will be discussed and done by mutual consent.
3. Minimum 75% attendance is mandatory for promotion eligibility.

Grades 6 and 7

1. If a student fails in one subject, the student will have to appear for a Compartment examination.
2. If a student fails in two or more compulsory subjects, the decision will be taken by the head of the institution in consultation with the parents considering the child's academic progress.
3. Minimum 75% attendance is mandatory for promotion eligibility.

Grades 5, 8, 9, and 11

1. If a student fails in any one compulsory subject, the student will have to appear for a Compartment Examination.
2. If a student fails in two or more compulsory subjects, the student will be treated as an Essential Repeat and detained in the same class.
3. In grade IX and XI, if a student fails in the 6th subject but passes in all five main subjects, the student will be considered Promoted to the next class.
4. In grade IX and XI, if a student secures at least 33% marks in all subjects (including optional and 6th subject), the student will be considered Pass and Promoted to the next class.
5. Minimum 75% attendance is mandatory for promotion eligibility.

5. Constitution of the Promotion Committee

The Promotion Committee at Royal Global School shall comprise:

- Principal / Head of Institution (Chairperson)
- Vice Principal
- Academic Coordinator
- Concerned Class Teacher & Subject Teacher
- Examination In-charge

The decision of the Promotion Committee shall be final and binding.

6. Documentation and Record Keeping

- All decisions relating to promotion, detention, or conditional promotion shall be formally recorded.
- Undertakings and relevant documents shall be maintained in the student's academic record file.





POLICY FOR SPORTS

1. Purpose

The purpose of this Policy for Sports is to establish a uniform, safe, disciplined, and structured system for planning, implementation, supervision, and monitoring of sports programmes at Royal Global School (RGS) from Early years to Grade XII, including regular sports periods and stay-back sports activities.

2. Scope

This policy applies to:

- All students from Early years to Grade XII
- Sports coaches and Physical Education staff
- Class teachers and supervising staff
- Parents and guardians (as applicable to participation and exit protocols)

3. Definitions

Regular Sports Period – Sports activity conducted during the school timetable.

Stay-Back Sports Programme – Sports training conducted beyond regular school hours.

Sports In-charge – Staff appointed to supervise and coordinate sports activities.

Entry & Exit Policy – The school's official policy governing student movement into and out of campus.

4. Objectives

- Promote physical fitness, mental well-being, and healthy lifestyles
- Develop discipline, teamwork, leadership, and resilience
- Identify and nurture sporting talent
- Ensure inclusivity, safety, and ethical sports conduct
- Align sports operations with institutional discipline and safety norms

5. Structure of the Sports Programme

5.1 Regular Sports Periods

- Sports period is mandatory for all classes from Early years to Grade XII as is specified in the Timetable
- Sports preferences of students are collected by the Sports Teacher at the beginning of the session.
- Sports allocation is based on age appropriateness, student interest, aptitude, safety norms, and infrastructure availability.

5.2 Stay-Back Sports Programme

- Conducted on alternate days for students from grade IV -XII, sport-wise, as per the published schedule.
- Participation is voluntary; however, once enrolled, attendance is compulsory.
- Students must adhere strictly to attendance, discipline, and exit protocols.

6. Compulsory Sports Components

Activity	Mandatory Grades	Optional Grades
Swimming	Early years - Grade VIII	Grades IX-XII
Chess	Grades I-III	Grades IV-XII
Gymnastics	Early years - Grade III	Grades IV-V
Yog	Grades I-VIII	—

7. Grade-wise Sports Options

The school reserves the right to revise offerings based on safety and logistics.

Grades	Sports Available
II	Football, Cricket, Skating, Taekwondo, Tennis
III	Football, Cricket, Skating, Taekwondo, Table Tennis, Badminton, Tennis

IV-V	Football, Cricket, Skating, Taekwondo, TT, Badminton, Tennis, Basketball, Chess, Horse Riding
VI-IX	Football, Cricket, Skating, Taekwondo, TT, Badminton, Tennis, Basketball, Chess, Horse Riding
X-XII	Football, Cricket, Skating, Taekwondo, TT, Badminton, Tennis, Basketball, Chess, Pool & Billiards, Swimming

Sports option may change based on the available facilities and the inclusion of new sports. Students will be informed of any updates accordingly.

8. Sports Uniform and Equipment

- Wearing the prescribed sports uniform (House T-shirt and track pants) is mandatory.
- Students opting for racquet sports must bring their own racquets.
- Students opting for Skating must bring personal skates and safety gear.
- Balls and shuttlecocks will be provided by the school.
- Students not in proper uniform or gear may be restricted from participation.

9. Student Conduct and Discipline

- Respectful behaviour towards coaches, staff, peers, officials, and support staff is mandatory.
- Abusive language, aggression, bullying, or defiance of instructions is strictly prohibited.
- Damage to equipment or facilities due to negligence or misconduct will invite disciplinary action and recovery of costs.
- Instructions of coaches and supervising staff are final.

Violations shall be dealt with as per the RGS Discipline Policy.

10. Attendance and Punctuality

- Students must report punctually for all sports periods and stay-back sessions.
- Late arrival without valid reason may lead to temporary restriction from participation.
- Repeated absenteeism from stay-back sports without written intimation may result in withdrawal from the programme.

11. Sportsmanship and Ethical Conduct

- Play fair and follow the rules of the game.
- Accept wins humbly and losses gracefully.
- Respect teammates, opponents, and officials.
- Decisions of referees and coaches must be accepted without argument.
- Cheating, intentional fouls, or unsporting conduct are strictly prohibited.

12. Safety and Medical Protocol

- Students must follow all safety instructions issued by the Sports Department.
- Protective gear must be worn where required.
- Any injury or discomfort must be reported immediately.
- The school may restrict participation in the interest of student safety.

13. Stay-Back Sports: Entry & Exit Protocol

In strict alignment with the Royal Global School Entry and Exit Policy:

- Students enrolled in stay-back sports must remain on campus until the scheduled dispersal time.
- No early exit shall be permitted during stay-back sessions unless:
 - Prior written request is submitted by the parent
 - Approval is granted by the competent school authority
- Students shall be handed over only at designated exit points and only to authorised parents/guardians.
- Parents are not permitted to enter sports areas or collect students directly from the field/court.



- Students will not be allowed to leave campus independently unless specifically authorised as per school policy.
- Failure to adhere to stay-back exit protocols may result in withdrawal from the stay-back programme.

14. Role of Parents

- Ensure punctual reporting and timely authorised pick-up.
- Communicate medical concerns in writing.
- Reinforce discipline, commitment, and sportsmanship at home.
- Comply strictly with school entry and exit regulations.

15. Monitoring, Review, and Compliance

- The Sports In-charge shall ensure implementation of this Policy.
- This Policy shall be reviewed periodically to align with best practices.
- Compliance is mandatory and forms part of the RGS Code of Conduct.
- School management reserves the right to amend this Sports Policy as required.

16. Records Maintained

- Sports Attendance Registers
- Stay-Back Enrolment Lists
- Injury and Incident Reports
- Disciplinary Records (if any)





STUDENT SPORTS DECLARATION FORM

(Grade II - Grade XII)

Student Details

- Student Name : _____
- Admission Number : _____
- Class & Section : _____
- House : _____
- Date of Birth : _____

Sports Details

- Choice of Regular Sports : _____
- Compulsory Components (as applicable):
 Swimming Yoga Gymnastics Chess
- Stay-Back Sports (if opted):
 Yes No
If yes, specify sport(s) : _____

Medical Declaration

- Does the student have any medical condition, allergy, injury, or physical limitation?
 Yes No
If yes, details (attach medical certificate if applicable):

STUDENT DECLARATION

I, _____ (Student Name), hereby declare that:

1. I understand that participation in sports at Royal Global School is an integral part of the school curriculum and is governed by the School Sports Programme Policy and Sports.
2. I shall participate actively and sincerely in all allotted sports periods and, if enrolled, in stay-back sports sessions.
3. I shall follow all instructions given by coaches, Physical Education teachers, referees, and supervising staff at all times.
4. I shall maintain discipline, respect my teammates, opponents, officials, and school staff, and uphold the spirit of sportsmanship.
5. I shall take due care of sports equipment, facilities, and infrastructure and shall not indulge in any form of misconduct, aggression, or damage.
6. I understand that any violation of sports rules, discipline, or ethical conduct may invite disciplinary action as per school policies.
7. I shall strictly adhere to all safety guidelines and immediately report any injury, discomfort, or health concern.

Student Signature: _____

Date: _____

PARENT / GUARDIAN DECLARATION

I, _____ (Parent/Guardian Name), parent/guardian of _____
_____ (Student Name), hereby declare that:

1. I have read, understood, and agree to abide by the Royal Global School Sports Programme Policy, Sports, Discipline Policy, and Entry & Exit Policy.
2. I consent to my child's participation in all regular sports activities and, if opted, stay-back sports programmes conducted by the school.
3. I understand that once enrolled in stay-back sports, early exit or deviation from scheduled dispersal timings will not be permitted except as per the RGS Entry & Exit Policy and with prior written approval.
4. I shall ensure punctual reporting and authorised pick-up of my ward only from designated exit points.
5. I confirm that all medical information provided is true and complete and undertake to inform the school promptly of any change in my child's health condition.
6. I acknowledge that while the school takes all reasonable safety precautions, participation in sports involves inherent physical activity and risks.
7. I agree that the school shall not be held responsible for loss or damage to personal belongings brought for sports activities.

Parent/Guardian Signature: _____

Name: _____

Contact Number: _____

Date: _____

Office Use Only

- Sports In-charge Verification: Yes No
 - Stay-Back Enrolment Approved: Yes No
 - Remarks (if any): _____
 - Signature & Date: _____
-



SCHOOL CAFETERIA USAGE POLICY

1. Purpose of the Policy

The School Cafeteria Usage Policy is framed to promote healthy eating habits, zero wastage, cleanliness, discipline, and responsible behaviour, while ensuring the safe, hygienic, and orderly use of cafeteria facilities by students in alignment with the values and ethos of Royal Global School.

2. Applicability

This policy is applicable to all students who are permitted to use the school cafeteria.

3. Cafeteria Access and Timings

- The cafeteria shall be used only during the designated Long Break.
- Students are not permitted to visit the cafeteria during class hours, short breaks, or after school hours unless specifically authorised by the School.
- Entry into the cafeteria is strictly regulated and monitored by assigned staff.
- Students must complete their meals within the allotted break time and return to class promptly when the bell rings, ensuring academic discipline is maintained.

4. Cafeteria Coupon System (Cashless Transactions)

- Cafeteria coupons shall be issued by the School Accounts Department.
- A maximum value of ₹200 worth of coupons may be issued per student at a time under normal circumstances.
- On special occasions such as birthdays or approved celebrations, a maximum of ₹500 worth of coupons may be permitted with prior approval.
- Coupons are non-transferable and must be used only by the student to whom they are issued.
- Lost or damaged coupons will not be replaced.
- Unused coupons cannot be carried forward or encashed.

5. Behaviour, Discipline, and Values in the Cafeteria

Students are expected to:

- Maintain discipline, courtesy, and respect towards cafeteria staff and fellow students.
- Stand in an orderly queue and wait patiently for their turn.
- Speak politely and avoid shouting, running, or pushing.
- Remain seated while eating and avoid unnecessary movement inside the cafeteria.
- Take food responsibly and avoid wastage, supporting the School's Zero Wastage initiative.
- Dispose of waste only in designated bins and help keep the cafeteria clean and orderly.
- Show gratitude and respect towards food, resources, and staff, reinforcing values of empathy and responsibility.

6. Hygiene, Health, and Safety Norms

- Students must wash or sanitise their hands before and after eating.
- Sharing of food is discouraged to maintain hygiene.
- Students with known food allergies or medical conditions must inform the class teacher and cafeteria staff in advance.
- Any spillage, accident, discomfort, or allergic reaction must be reported immediately to the supervising staff.

7. Monitoring, Supervision, and Accountability

- Teachers, duty staff, and cafeteria supervisors shall monitor student movement and conduct.
- Any act of misbehaviour, bullying, damage to property, or violation of cafeteria rules shall invite disciplinary action. Repeated violations may lead to withdrawal of cafeteria privileges.
- Persistent misuse of cafeteria facilities may be reviewed as part of the student's overall conduct and discipline record.

Note : The School reserves the right to modify the cafeteria menu at any time in the interest of student health and safety.



SCHOOL TRANSPORT POLICY

Royal Global School accords the highest priority to the safety, security, discipline, and well-being of students using the School Transport Facility. This policy outlines the responsibilities of students, parents, and the School to ensure smooth, safe, and timely transportation, in line with best practices followed by leading schools in India.

1. General Principles

- The School transport facility is an extended part of the school campus; therefore, all school rules apply during transit.
- Use of the school bus is a privilege, not a right, and may be withdrawn in case of repeated violations.
- Parents and students are required to strictly comply with all transport-related instructions issued by the School from time to time.

2. Boarding and Deboarding

- Parents must ensure that the student reaches the designated bus stop on time in the morning. Buses will not wait beyond the scheduled time.
- Students must board and alight the bus in an orderly and disciplined manner.
- Students are expected to maintain exemplary behaviour during boarding and deboarding, as it reflects the ethos and image of the School.
- Teachers and transport staff will ensure that all students are properly seated before the bus departs from the school premises.
- Wearing the School ID Card with RFID is mandatory during arrival and departure to enable accurate GPS tracking and communication with parents.

3. Behaviour and Discipline on the Bus

- Students must treat the school bus as school property and take utmost care of the bus, seats, windows, and other fittings.
- Any damage caused to the bus due to a student's negligence or misconduct shall be reimbursed by the parent/guardian and may invite additional disciplinary action.
- Littering inside the bus is strictly prohibited. Students must help keep the bus clean and hygienic.
- Students must remain seated while the bus is in motion and wear seat belts where provided.
- Roaming around, leaning out of windows, or sticking hands, head, or any object outside the bus is strictly forbidden.
- Any form of misconduct including fighting, bullying, shouting, use of foul or abusive language, or disrespect towards staff or fellow students will invite strict disciplinary action.
- Use of mobile phones, electronic gadgets, or headphones inside the bus is not permitted unless specifically authorised by the School.

4. Senior-Junior Responsibility

- Senior students are expected to exhibit courteous, responsible, and protective behaviour towards junior students.
- Senior students shall be seated in the rear seats of the bus, as directed by the transport staff.

5. Safety and Security Measures

- Each bus shall be equipped with GPS tracking, CCTV cameras, first-aid kits, fire extinguishers, and speed governors, as per statutory norms.
- A trained driver, conductor and female attendant shall be present on every bus.
- Students must follow all safety instructions given by the driver, helper, or teacher-in-charge.
- In case of emergencies or delays, parents will be informed through the GPS tracking system or official communication channels.



6. Drop-off and Pick-up Protocol

- No student shall be dropped at any stop other than the approved and allotted stop.
- Students up to Class V shall not be handed over at the drop point unless received by a parent or an authorised person carrying the Parent ID Card.
- If no authorised person is present at the drop point:
 - o The bus attendant will attempt to contact the parent/guardian.
 - o In case of no response or undue delay, the child will be taken back after other students are dropped, and appropriate arrangements will be made by the School.
- Repeated lapses in timely collection of the child may invite disciplinary action.

7. Parent Responsibilities

- Parents must ensure that contact numbers provided to the School are updated and reachable at all times.
- Parents are advised not to confront or distract the driver or helper during bus operation.
- Any transport-related concern should be communicated only to the Transport In-charge or School Administration.
- Parents are strictly advised against offering any gift/cash to the helpers and attendants in the bus.

8. Discontinuation of Transport Facility

- In case a student seeks discontinuation of the transport facility, a written application with a minimum of three months' prior notice must be submitted to the School.
- No refund shall be made for transport fees already paid, irrespective of the reason for discontinuation.
- Temporary discontinuation or change of route/stop is subject to availability and School approval.

9. Disciplinary Action

- Violation of the Transport Policy may result in warnings, suspension of bus facility, or other disciplinary action, as deemed appropriate by the School authorities.
- Serious or repeated violations may lead to permanent withdrawal of transport privileges.





SOCIAL MEDIA POLICY

Preamble

Social media has become an integral part of everyday life and offers students new avenues for learning, creativity, and self-expression. When used sensibly and judiciously, it can be a valuable source of information. However, inappropriate use may lead to emotional distress, reputational damage, legal implications, and safety concerns.

Considering the extensive use of social media platforms as a means of communication and expression, **Royal Global School (RGS)** has framed the following Social Media Policy to ensure the safety, dignity, and well-being of students and to protect the interests of the entire school community.

This policy is **applicable to students and parents/guardians** of Royal Global School.

A. Guidelines for Students

Students of Royal Global School are required to strictly adhere to the following guidelines:

Age-Appropriate Usage

- Students must not join or access any social networking site if they are below the permitted age, which is 13 years for most platforms including Facebook and Instagram, unless otherwise permitted by law with parental supervision.

Personal Information Safety

- Students must be mindful while posting or sharing personal information and must not disclose sensitive details such as address, contact numbers, passwords, school details, or location.

Sensitivity and Respect

- Students must be sensitive and respectful towards others' posts, opinions, and viewpoints. Any form of cyberbullying, harassment, or intimidation is strictly prohibited. (Refer to 1.3 Cyberbullying and Internet Usage Guidelines incorporated in the Anti Bullying Policy)

Reporting Inappropriate Content

- Students must remain alert and immediately report any inappropriate, abusive, threatening, or offensive content to their parents or school authorities.

Use of School Devices

- Students are strictly prohibited from accessing social media platforms on school devices or school networks, unless explicitly permitted for academic purposes.

Objectionable Content

- Students must not post, upload, or share objectionable, obscene, defamatory, or compromising photos, videos, or content of themselves or others.

Offensive Material

- Posting or sharing offensive jokes, images, videos, or material that may hurt the sentiments, dignity, or reputation of any individual or group is strictly forbidden.

Institutional Respect

- Students must not make derogatory, defamatory, or disrespectful comments about the school, its management, teachers, staff members, or fellow students.

Malicious Content

- Students must not post, circulate, or share any malicious content against the school or any member of the Royal Global School community.

Unauthorised Pages or Groups

- Students must not create any page, handle, account, or closed group with the intent to tarnish the image or reputation of the school or any individual associated with the school.

Content Causing Disharmony

- Students must not post, forward, or share any content or visuals in favour of or against any religion, caste, creed, or community that may cause discontent, hatred, or disharmony.

B. Guidelines for Parents / Guardians

Parents and guardians of students at Royal Global School are expected to adhere to the following:

Monitoring of Social Media Activity

- Parents must keep a stringent and regular check on their ward's social media profiles, digital behaviour, and online interactions.

Responsible Posting

- Parents must not post photographs, videos, or comments that include other children studying in the school without obtaining prior consent from the concerned parents.

Official Communication Channels

- Parents must raise queries, concerns, or complaints directly with school authorities or the class teacher through official channels rather than posting them on social media platforms.

No Public Grievances

- Parents must refrain from posting grievances or complaints on personal social media pages, in closed groups (including parent WhatsApp or Facebook groups), or on the school's official social media pages.

2. Institutional Dignity

- Parents must not post, share, or circulate any malicious, defamatory, or misleading content about the school or any member of the Royal Global School community.

C. Violation of Policy

Any violation of the above Social Media Policy by students or parents may result in appropriate action as deemed fit by the school management, in accordance with the school's Code of Conduct and Discipline Policy.





SCHOOL ENTRY AND EXIT POLICY

1. Introduction

At Royal Global School, the safety and security of students is of paramount importance. To ensure smooth coordination and secure dispersal, the following guidelines must be strictly adhered to by students and parents.

2. General Safety Guidelines

- Students are required to remain within the school premises for the entire duration of classes.
- The directions of the security guards must be followed to ensure that along with the safety of the students there is minimum congestion of vehicles at the time of arrival and dispersal. The Guards will be directing the parents only as per the instructions given to them by higher authorities, hence parents should not unnecessarily question them.
- No student will be allowed to leave the campus during school hours without prior written approval and a valid Out Pass.

3. Bus Pass

- Students availing the school bus facility will be issued a Bus Pass.
- Only students carrying a valid Bus Pass will be permitted to board the school bus.

4. Student Pass (Private Transport Users)

- Students not availing the school bus facility are issued Student Passes.
- All students commuting by private vehicles must carry the Student Pass and produce it at the entry/exit gate when required.

5. Parent / Guardian ID

- A Parent/Guardian ID Card is issued to parents of all students. If any parent has lost or misplaced their parent ID card, the same must be applied for by sending a mail to the class teacher.
- Parents/guardians must carry their Parent ID card whenever they are visiting the school – be it for drop/pick up, for any event, PTM etc.
- The ID must be produced mandatorily if a parent or authorized guardian comes to pick up a student from school.
- Parent ID card is not an alternative for student out pass which is issued in the following cases.

6. Out Pass Policy

An Out Pass is mandatory and shall be issued only in the following cases:

1. Deviation from the usual mode of transport
2. Early departure / half-day leave, duly approved

Issuing Authority

- The Class Teacher shall issue the Out Pass.
- The Class Teacher must collect the Out Pass from the Front Desk before classes begin.
- Under no circumstances shall the Out Pass be handed directly to a student by anyone other than the Class Teacher.

In case the Class Teacher is absent, the student may collect the Out Pass from any one of the subject teachers, who shall subsequently inform the Class Teacher.

7. Change from Bus to Private Transport (For Regular Bus Users)

To ensure safety and coordination, the following procedure must be followed when a regular bus user needs to commute by private transport on specific days:

7.1. Prior Written Intimation

- Parents/guardians must send an email at least one day in advance to the Homeroom Teacher / Head of Primary / Vice Principal.
- In cases of medical emergencies or bereavement, intimation may be sent on the same day.

7.2. Verification at Dispersal

- Students should preferably be picked up by one of the parents.
- If an authorized guardian/driver/staff is deputed:
 - o Their name and photo ID must be shared in the email request.
 - o The authorized person must carry the original ID and present it at the Block C Front Office.
- The School reserves the right to verify identity before releasing the student.

7.3. No Verbal or Student-Delivered Requests

- Verbal requests or messages sent through students will not be entertained under any circumstances.

7.4. Collection of Gate / Out Pass

- The parent or authorized person must collect the Gate/Out Pass from Block C Front Office by 1:40 p.m. (or 11:30 a.m. in case of half-day/early dispersal).

7.5. Responsibility Clause

- Once the student is handed over to the authorized person, the School shall not be responsible for the student's safety beyond the school gate.

8. Early Departure / Half-Day Leave

- Early departure or half-day leave is strongly discouraged.
- In cases of extreme exigency or genuine emergency, parents must:
 - o Send a formal email application to the concerned Head
- OR
- o Submit a duly signed hard-copy application at the Front Desk (if visiting in person).
- The application shall be placed before the concerned Head for approval.
- Only after approval, the Class Teacher will issue the Out Pass.
- Under no circumstances shall a student be allowed early leave without the concerned Head's approval.

9. Application Proforma

- The prescribed application proforma is enclosed with this circular.
- Hard copies are also available at the Front Desk for parent convenience.





STUDENT ATTENDANCE POLICY

1. POLICY STATEMENT

Royal Global School recognises regular attendance and punctuality as essential components of academic success and positive school culture. Attendance is a shared responsibility between students and parents, and habitual absenteeism or tardiness is considered detrimental to a student's progress and the discipline of the school. This policy is aligned with CBSE Examination By-laws and other applicable statutory and school policies.

2. OBJECTIVES OF THE POLICY

This policy aims to:

- Promote discipline, responsibility, punctuality, and time management
- Ensure continuity and quality of learning
- Encourage participation in academic, co-curricular, and school-organised programmes
- Establish clear, transparent, and uniform attendance requirements and procedures

3. GENERAL ATTENDANCE REQUIREMENTS

3.1 Attendance is compulsory on:

- All regular working days
- Examination and assessment days
- School-organised events, activities, competitions, workshops, and remedial programmes

3.2 Students must remain on campus for the entire school day (8:00 a.m. to 12:00 noon / 2:10 p.m., as applicable). Leaving the campus during school hours is not permitted except under exceptional circumstances with prior approval from the school authorities.

3.3 Students participating in official school activities shall not be marked absent for those days.

4. ATTENDANCE PROCEDURES

4.1 Notification of Absence

- If a student is absent, a parent/guardian (not the student) must notify in writing, the Class Teacher or School Office by 7:00 a.m. on the day of absence.
- If prior intimation is not possible, a written explanation must be submitted on the day the student rejoins school.

4.2 Intimation Requirements

- Absence up to 1–2 days: Written application or email to the Class Teacher, clearly stating the reason.
- Absence exceeding 2 days: Email from the parent to Vice Principal and Coordinator, stating the reason in detail.
- All absences must also be recorded in the Leave Record section of the School Almanac, duly signed by the parent.

4.3 Health-Related Absences

- Parents are strongly advised not to send students to school if they are unwell.
- Repeated illness-related absences require submission of a medical certificate from a registered medical practitioner.
- Students shall not ordinarily be permitted to leave school during working hours for medical appointments.

5. ATTENDANCE ON SCHOOL EVENTS AND ACTIVITIES

5.1 Attendance is mandatory on days when the school organises:

- Cultural, national, and commemorative programmes
- Sports and physical education activities
- Competitions, workshops, trips, and remedial classes

5.2 Such activities are an integral part of the curriculum and will be counted towards attendance, irrespective of the student's level of active participation.

5.3 Absence on event days will be treated as a normal absence unless officially exempted by the school authorities.



6. ATTENDANCE ON EXAMINATION AND ASSESSMENT DAYS

6.1 Attendance is compulsory for:

- Weekly tests
- Periodic assessments
- Half-yearly examinations
- Annual examinations

6.2 Half-day leave shall not be granted on test or examination days, except in cases of:

- Certified medical emergencies
- Prior written approval from school authorities

6.3 In case of illness during examination periods, a valid medical certificate must be submitted. The school reserves the right to decide on re-tests, make-up assessments, or extrapolation of marks in accordance with its Examination Policy.

7. EXCUSED AND UNEXCUSED ABSENCES

7.1 Excused Absences

The following shall be treated as excused absences, subject to documentation and/or prior approval:

- Illness or injury of the student
- Death or medical emergency in the immediate family
- Documented medical appointments
- Approved educational, family, or religious trips (assignments must be collected in advance and submitted on return)
- Wedding of a close family member (own brother/sister)

Teachers will provide support for missed work only in cases of excused or pre-approved absences.

7.2 Unexcused Absences

The following shall be treated as unexcused absences:

- Failure to inform or pre-arrange a foreseeable absence
- Non-emergency absences without valid justification
- Skipping classes or leaving school without permission
- Absences for personal convenience (e.g., errands, oversleeping, fatigue after events or vacations)

Repeated unexcused absences may result in disciplinary action.

9. MAKE-UP WORK AND ASSESSMENTS

- It is the responsibility of the student and parent to collect and complete all missed work.
- Requests for assignments must be made to the Class/Homeroom Teacher.
- Reasonable time, at the teacher's discretion, will be provided to complete missed work.
- Re-tests or alternative assessments may be conducted where deemed appropriate by the school.

10. EXCESSIVE AND CHRONIC ABSENCES

- More than two absences per month (or six per trimester) may be considered chronic absenteeism.
- Excessive absences, tardiness, or early sign-outs may affect promotion to the next grade.
- Continued absenteeism due to illness must be supported by medical documentation.

11. ATTENDANCE REQUIREMENTS BY GRADE LEVEL

I. Early Years to Grade 3

- Minimum 75% attendance per trimester is mandatory.
- Presence in all major internal assessments is required.
- Promotion decisions rest with the Domain Head/Principal in case of shortfall.

II. Grades 4 to 8

- Minimum 75% attendance is mandatory.
- Presence in all major internal assessments is required.
- Promotion decisions rest with the Domain Head/Principal in case of shortfall.



III. Grades 9 to 12 (CBSE Norms)

- Students with attendance below 75% are ordinarily not eligible to appear for examinations.
- In exceptional cases (medical, psychological, national/state-level sports participation, or other unforeseen circumstances), attendance shortages may be condoned as per CBSE by-laws, including representation to the CBSE Regional Officer where applicable.

12. ROLES AND RESPONSIBILITIES

12.1 Parents

- Ensure regular attendance and punctuality
- Inform the school promptly of absences
- Avoid scheduling appointments during school hours

12.2 Students

- Attend school regularly and punctually
- Participate sincerely in all academic and co-curricular activities
- Adhere to attendance-related rules and procedures

13. NON-ADHERENCE AND DISCIPLINARY ACTION

Failure to comply with attendance requirements may result in:

- Ineligibility to appear for examinations
- Withholding of report cards
- Non-promotion or repetition of the academic year
- Other disciplinary measures deemed appropriate by the school authorities

14. REVIEW AND IMPLEMENTATION

This policy shall be reviewed periodically and amended as required to align with CBSE regulations, statutory norms, and institutional needs.



ENVIRONMENT AWARENESS POLICY

1. POLICY STATEMENT

Royal Global School (RGS) is a Green School committed to environmental stewardship, sustainability, and harmonious coexistence with nature. The School believes that respect for the environment is integral to character building and responsible citizenship. This Environment Awareness Policy seeks to instil mindfulness, care, and accountability towards nature among all students.

2. OBJECTIVES

This Policy aims to:

- Foster environmental awareness and sensitivity among students
- Encourage sustainable habits and eco-friendly behaviour
- Promote respect for natural resources, greenery, and biodiversity on campus
- Develop responsible environmental citizens aligned with the ethos of RGS

3. EXPECTED STUDENT CONDUCT

All students of RGS shall:

- Respect and protect trees, plants, lawns, gardens, and all green spaces on campus.
- Avoid plucking flowers, damaging plants, or harming any form of living organism.
- Use water, electricity, paper, and other natural resources judiciously.
- Follow waste segregation practices and support recycling initiatives.
- Refrain from littering and actively keep the campus clean.
- Avoid the use of plastic, polyethylene bags, and other non-biodegradable materials.
- Participate sincerely in tree plantation drives, cleanliness campaigns, and environmental programmes organised by the School.

4. ENVIRONMENTALLY RESPONSIBLE BEHAVIOUR

Students are encouraged to:

- Adopt eco-friendly habits both within and outside the School.
- Act as ambassadors of environmental responsibility in their homes and communities.
- Demonstrate mindfulness towards nature in conduct, language, and daily choices.

5. DISCIPLINARY LINKAGE

Any act of wilful damage to plants, greenery, or natural resources, or repeated disregard for environmental norms, shall be treated as a breach of School discipline and addressed in accordance with the School's Discipline Policy.

At Royal Global School, we believe that caring for the environment is a shared responsibility. Every member of the RGS community is expected to uphold the following Green Code of Conduct:

OUR GREEN COMMITMENTS

- Respect all greenery – Do not pluck flowers, damage plants, or harm trees.
- Keep the campus clean – Do not litter; use dustbins responsibly.
- Reduce, Reuse, Recycle – Segregate waste and support recycling initiatives.
- Say NO to plastic – Avoid plastic and other non-biodegradable materials.
- Conserve resources – Use water, electricity, paper, and food mindfully.
- Protect all life forms – Show kindness to birds, animals, and insects on campus.
- Participate actively – Support tree plantation drives, cleanliness campaigns, and eco-initiatives.
- Be a Green Ambassador – Carry eco-friendly habits from school to home and the community.

Message from the Chairman Dr. A.K. Pansari regarding planting trees-

“A MUST TODAY FOR SURVIVAL TOMORROW”

REMEMBER

Small actions create a big impact.

A clean and green campus reflects responsible minds and caring hearts.

Every day is an Earth Day at RGS.





STUDENT HEALTH POLICY

1. POLICY STATEMENT

Royal Global School is committed to safeguarding the physical, mental, and emotional well-being of all its students. The School recognises that good health is fundamental to effective learning and holistic development. In line with best practices followed by leading schools in India, Royal Global School ensures a safe, hygienic, and health-conscious environment through preventive care, prompt medical attention, and shared responsibility between the School and parents.

2. OBJECTIVES OF THE POLICY

This policy aims to:

- Promote physical fitness, mental well-being, and healthy lifestyles among students.
- Ensure timely medical care and emergency response.
- Prevent the spread of communicable diseases.
- Establish clear guidelines for illness, medication, and medical emergencies.
- Define the responsibilities of the School, parents, and students with regard to health and safety.

3. SCOPE AND APPLICABILITY

This policy applies to:

- All students (day scholars and boarders)
- Parents and guardians
- Teaching and non-teaching staff
- School-organised activities, sports events, excursions, camps, and trips

4. PHYSICAL ACTIVITY AND FITNESS

- 4.1 Royal Global School considers physical activity an integral part of education. Participation in sports, physical education classes, yoga, and co-curricular activities is mandatory for all students.
- 4.2 Students who are unable to participate due to medical reasons must submit a valid medical certificate issued by a registered medical practitioner, clearly stating the duration and nature of exemption.
- 4.3 Temporary or long-term exemptions will be reviewed periodically, and the School reserves the right to recommend modified physical activities where appropriate.

5. MANAGEMENT OF ILLNESS AND COMMUNICABLE DISEASES

- 5.1 Parents must not send students to school if they are suffering from contagious or infectious diseases such as chickenpox, mumps, measles, conjunctivitis, influenza, or any other illness deemed communicable.
- 5.2 Parents are required to inform the School immediately through a written application, supported by a doctor's prescription or medical report.
- 5.3 The student may resume school only after completion of the prescribed quarantine period and submission of a medical fitness certificate.
- 5.4 If assessments, examinations, or tests are conducted during the absence period, the School reserves the right to take an appropriate decision in accordance with academic policies.

6. SCHOOL MEDICAL FACILITIES

- 6.1 The School maintains a well-equipped infirmary with a qualified and trained nursing staff to provide first aid and primary medical care.
- 6.2 In case of serious illness or medical emergency, the School has the discretion to transfer the student to the nearest multi-speciality hospital.
- 6.3 Parents or local guardians (in the case of boarders) will be informed at the earliest possible time.
- 6.4 All medical expenses incurred outside the School infirmary shall be borne by the parents or guardians.
- 6.5 A well-equipped ambulance facility is available on campus 24x7 for emergency medical transport.

7. MEDICATION MANAGEMENT

- 7.1 Students are strictly prohibited from bringing medicines, drugs, or health supplements to school without prior permission.
- 7.2 If a student is prescribed regular medication, parents must:
 - Submit a written request along with the doctor's prescription

- Clearly specify dosage, timing, and duration
 - Inform the class teacher and the School infirmary
- 7.3 The School will administer medication only as per written medical instructions and shall not be responsible for self-medication by students.

8. HEALTH AND SAFETY DURING TRIPS AND EXCURSIONS

- 8.1 During school trips, excursions, camps, or field visits, the teacher-in-charge is authorised to seek immediate medical assistance for any student who falls ill or meets with an accident.
- 8.2 The teacher-in-charge shall inform parents or local guardians at the earliest opportunity.
- 8.3 Parents must disclose all relevant medical conditions, allergies, or special health needs prior to any off-campus activity.

9. MENTAL HEALTH AND EMOTIONAL WELL-BEING

- 9.1 Royal Global School recognises the importance of mental and emotional well-being.
- 9.2 The School provides counselling support through trained counsellors and encourages students to seek help without stigma.
- 9.3 Parents are encouraged to inform the School of any emotional, behavioural, or psychological concerns that may affect the child's well-being or learning.

10. HEALTH RECORDS AND DISCLOSURE

- 10.1 It is mandatory for parents to accurately complete and submit the Health Information Form provided by the School.
- 10.2 The form must include details of:
- Medical history
 - Allergies
 - Chronic conditions
 - Emergency contact information
- 10.3 Parents and students must sign the declaration confirming the accuracy of the information provided.
- 10.4 All health records will be treated as confidential and shared strictly on a need-to-know basis.

11. RESPONSIBILITIES

11.1 Responsibilities of Parents

- Ensure that the child is medically fit to attend school.
- Promptly inform the School of illnesses or medical conditions.
- Bear medical expenses incurred outside the School infirmary.

11.2 Responsibilities of Students

- Follow health and hygiene guidelines.
- Report illness or discomfort immediately to a teacher or the infirmary.

11.3 Responsibilities of the School

- Provide a safe and hygienic environment.
- Ensure prompt medical care and emergency response.
- Promote health awareness and preventive care.

12. NON-ADHERENCE AND DISCIPLINARY ACTION

Non-compliance with the Student Health Policy, including concealment of medical information or violation of medication guidelines, may invite disciplinary action as deemed appropriate by the School authorities.





TECHNOLOGY & DIGITAL RESOURCES POLICY

1. Purpose

Royal Global School provides access to technology and digital resources to support effective teaching, learning, research, and administration. This policy establishes clear guidelines for the responsible, ethical, and secure use of all school technology resources, including computer laboratories, internet services, and classroom interactive panels.

2. Scope

This policy applies to all students, staff, and authorised users of:

- Computer laboratories
- School internet and network services
- Classroom interactive panels
- School-owned hardware, software, and digital platforms

3. Computer Lab Usage Priority

Computer laboratories shall be used strictly according to the following order of priority:

1. Scheduled Academic Classes
2. Academic Work – assignments, projects, reports, presentations, and research
3. Limited Personal or Recreational Internet Use, only when systems are not required for academic purposes and with explicit permission

Users engaged in lower-priority activities must vacate systems immediately when required for higher-priority academic work.

4. Code of Conduct in Computer Laboratories

1. Students may enter and use computer laboratories only under the supervision of a teacher or authorised staff member.
2. All users must sign in and sign out in the register/log maintained by the IT Department.
3. Food and beverages, whether open or sealed, are strictly prohibited inside the lab.
4. Users must maintain discipline, courtesy, and professional conduct at all times.
5. Any activity deemed abusive, unsafe, or damaging to software, hardware, infrastructure, or personnel will result in immediate removal from the lab and possible withdrawal of lab privileges.
6. Games (online/offline) are prohibited unless explicitly approved by the supervising teacher.
7. Installation, deletion, or modification of software or applications is permitted only by authorised IT personnel.
8. Removal of any lab property—including stationery, IT equipment, peripherals, or furniture—is strictly prohibited.
9. Staff members must keep mobile phones on silent mode; calls must be attended outside the lab.
10. Vandalism or wilful damage of any kind will attract strict disciplinary action.
11. Printing (colour or black & white) is allowed only with prior approval of the supervising staff.
12. Users shall not access, modify, or delete files or system settings that do not belong to them.
13. Any technical or infrastructure issues must be reported promptly to the IT Manager through an official note or email.
14. Non-compliance may result in temporary or permanent suspension of computer lab privileges.

5. Internet Usage Policy

1. Internet credentials provided by the school are confidential and must not be changed, shared, or misused.
2. Accessing, storing, or sharing pornographic, obscene, offensive, or inappropriate content is strictly prohibited.
3. Online chatting, messaging platforms, and forums are not permitted during school hours unless expressly authorised by a teacher for academic purposes.
4. Use of social media platforms or applications during academic time is prohibited.
5. Limited recreational internet access may be granted as a reward for exceptional academic or personal achievement, subject to:
 - o Availability of systems
 - o Teacher approval
 - o A defined time limit (generally 10–30 minutes)

6. Downloading or streaming movies, games, large files, or using file-sharing platforms is strictly prohibited.
7. Any internet misuse that compromises network security, bandwidth, or the reputation of the school will invite strict disciplinary action.

6. Classroom Interactive Panel Usage Policy

6.1 Authority and Access

1. Classroom Interactive Panels are instructional assets of the school and remain under the authority of the assigned teacher.
2. Students are strictly prohibited from operating, accessing, or configuring the interactive panel without explicit permission and direct supervision of a teacher.
3. Under no circumstances shall students use the interactive panel:
 - o During period breaks
 - o During free periods
 - o In the absence of a teacher
 - o Before or after school hours
4. Interactive panels must remain switched off when not in instructional use.

6.2 Permitted Usage

1. Interactive panels may be used only for curriculum-aligned academic purposes, including:
 - o Classroom instruction and demonstrations
 - o Educational videos approved by the teacher
 - o Digital textbooks, presentations, and assessments
2. Student interaction with the panel is permitted only when invited by the teacher and solely for academic tasks.

6.3 Prohibited Usage

The following actions are strictly prohibited at all times:

1. Accessing non-academic, inappropriate, or unauthorised content, including:
 - o Music or dance videos
 - o Entertainment platforms
 - o Social media content
2. Playing music, videos, games, or audio-visual content unrelated to instruction.
3. Browsing the internet, opening applications, or accessing files without teacher approval.
4. Altering system settings, installed applications, network configurations, or display preferences.
5. Leaving the panel switched on, unattended, or logged in after class completion.
6. Using the panel for personal entertainment during breaks or free periods.

7. Monitoring and Security

1. The school reserves the right to monitor, audit, and review usage logs, browsing history, and system activity across all digital resources.
2. Any attempt to bypass filters, security protocols, or monitoring mechanisms will be treated as a serious disciplinary offence.

8. Disciplinary Action

Violation of this policy may result in:

- Written warnings
- Withdrawal of digital or lab privileges
- Detention, suspension, or other disciplinary measures
- Recovery of costs in case of damage or loss

All actions will be taken in accordance with the Royal Global School Behaviour Policy and Disciplinary Code.





UNFAIR MEANS (UFM) POLICY

Academic integrity is a foundational value of the School. Students are expected to maintain honesty and fairness in all academic work and examinations. Any attempt to gain an unfair academic advantage shall be treated as the use of Unfair Means (UFM) and will invite disciplinary action.

Definition

Unfair Means refer to any act intended to obtain undue advantage in an examination, assessment, or academic activity by dishonest or unauthorised methods.

Such acts include, but are not limited to:

- Possession of unauthorised notes, papers, electronic devices, or materials in the examination hall
- Copying from another student or allowing another student to copy
- Communicating with other candidates during an examination
- Writing notes on hands, desks, clothing, or other unauthorised surfaces
- Exchanging or attempting to exchange answer sheets
- Possession or use of mobile phones, smart watches, or electronic communication devices
- Attempting to obtain or share question papers before or during the examination
- Deliberately tearing or damaging answer scripts or examination materials
- Impersonation or appearing in an examination on behalf of another student
- Any other act that compromises the fairness, credibility, or integrity of the examination process

Categories of Unfair Means

For the purpose of disciplinary action, unfair means may be classified into the following categories:

Level I – Minor UFM

Examples include:

- Possession of unauthorised written material that has not been used
- Attempting to communicate with another student during the examination
- Writing irrelevant notes on desks or stationery not related to the answer

Action may include:

- Warning and confiscation of material
- Deduction of marks or zero marks for the concerned question or section
- Written report by the invigilator
- Documentation in the student record
- Parent intimation where necessary

Level II – Moderate UFM

Examples include:

- Copying from another student or allowing copying
- Using unauthorised written material during the examination
- Attempting to exchange answer sheets or notes
- Using hidden notes or written surfaces to assist answers

Action may include:

- Zero marks in the concerned subject/paper
- Confiscation of answer script and unauthorised material
- Written report submitted by the invigilator
- Immediate reporting to the Examination In-Charge / School Authorities
- Parent notification and meeting with school authorities
- Behaviour monitoring or disciplinary action as deemed appropriate

Level III – Severe UFM

Examples include:

- Possession or use of mobile phones or electronic communication devices during examinations
- Deliberate disruption of the examination process
- Tearing or destroying answer scripts or question papers
- Attempting to leak examination questions
- Impersonation or appearing for an examination on behalf of another student
- Repeated use of unfair means despite prior warning

Action may include:

- Cancellation of the entire examination for the student
- Zero marks awarded for the subject or examination concerned
- Disciplinary review by the School Disciplinary Committee
- Parent meeting with the Principal and school authorities
- Suspension from examinations or school for a specified period
- Additional disciplinary action as deemed appropriate by the School

Procedure in Case of UFM

When unfair means are suspected or detected:

- The invigilator shall confiscate the unauthorised material and the answer copy.
- The student should write an acceptance & apology letter in detail which should be submitted to the Examination In-Charge
- The invigilator should write a detailed report on the case. The time of the occurrence of the incident should be mentioned in the report.
- The written report along with the confiscated material and the Answer copy shall be submitted by the invigilator to the Examination In-Charge.
- The invigilator should issue a new copy to the student and allow him/her to continue the exam. No additional time will be provided to the student. Time of issue of the new copy to be mentioned on the front page of the new answer copy.
- Examination In-Charge must submit all the documents to higher authority for necessary review and action.
- In case of serious or conflicting incident, the matter shall be reviewed by the school authorities along with the Disciplinary Committee and examination department.
- Parents shall be informed after acknowledgement from the higher authority.
- Appropriate disciplinary action shall be taken in accordance with the severity of the offence

Final Authority

The Principal shall be the final authority in determining the action to be taken in cases involving the use of unfair means





WITHDRAWAL AND REFUND POLICY

1. Purpose

This policy outlines the procedures and financial regulations governing the withdrawal of students from the school and the refund of fees. The objective is to ensure transparency, fairness, and proper administrative planning.

2. Notice Period for Withdrawal

Parents/guardians wishing to withdraw their ward from the school must serve a minimum notice of three months in writing to the school administration.

- In lieu of the notice period, parents may pay three months' applicable fees (school and/or hostel, as applicable).
- For example, if parents wish to withdraw their ward after the annual examinations, the written notice must be submitted on or before 31st December of the current academic session.
- Withdrawal will be processed only after the clearance of all outstanding dues and submission of the No Dues Certificate from the relevant departments.

3. Refund Policy for Day Scholars

3.1 Withdrawal Before the Commencement of the Academic Session (New Admissions)

If a newly admitted student withdraws before the academic session begins, the following refunds will be applicable:

Refundable:

- Caution Deposit
- Imprest Money
- Activity Fee
- Tuition Fee
- Miscellaneous Fee

Non-refundable:

- Enrolment Fee
- Development Fee

3.2 Withdrawal After the Commencement of the Academic Session (New and Existing Students)

If a student withdraws after the academic session has commenced, the following refund provisions apply:

Refundable:

- Caution Deposit
- Imprest Money
- Tuition Fee (after deduction of one quarter's tuition fee)

Non-refundable:

- Enrolment Fee
- Development Fee
- Activity Fee

Refunds will be processed only after adjustment of all outstanding dues and completion of the withdrawal formalities.

4. Refund Policy for Hostel Boarders

Students availing hostel accommodation must provide three months' prior written notice if they wish to discontinue hostel facilities.

- Failure to provide the required notice will result in deduction of three months' hostel fees.
- Upon completion of the withdrawal process and submission of the No Dues Certificate, the following will be refunded:

Refundable:

- Caution Deposit
- Imprest Money

Non-refundable:

- Hostel Activity Fee



Any outstanding dues related to hostel facilities will be adjusted prior to refund.

5. Refund Policy for Transport Users

Students who wish to discontinue the school transportation facility must provide three months' prior written notice to the school.

- Refund of transportation fees, if applicable, will be processed subject to submission of a No Dues Certificate from the Transport Department and Accounts Office.
- In the absence of the required notice period, the applicable transportation charges for three months may be deducted.

6. Processing of Refunds

- All refunds will be processed only after the completion of withdrawal formalities and submission of the No Dues Certificate from all relevant departments (Academic Office, Hostel, Transport, Library, Accounts, etc.).
- Refunds will be made through bank transfer or the original mode of payment, wherever applicable.

7. General Conditions

- Requests for withdrawal must be submitted in writing by the parent/guardian to the school administration.
- The student must return all school property, including library books, ID cards, hostel assets, or any other institutional materials.
- The school reserves the right to adjust any pending dues against refundable amounts.
- The management reserves the right to review or amend this policy from time to time in the interest of institutional administration.



PARENT / GUARDIAN DECLARATION & UNDERTAKING

I/We hereby confirm that we have carefully read and understood the Policy and School Handbook of Royal Global School.

I/We acknowledge that these policies are established to ensure the safety, well-being, and holistic development of all students.

I/We hereby undertake that:

1. I/We shall abide by and respect all rules, regulations, policies, and procedures of the School.
2. I/We shall ensure that our ward adheres to the code of conduct and behavioural expectations prescribed by the School.
3. I/We shall cooperate with the School authorities in matters relating to discipline, safety, and student development.
4. I/We understand that the School reserves the right to take appropriate action in accordance with its policies in case of violation of rules.
5. I/We agree that the policies of the School may be reviewed or amended from time to time, and such changes shall be binding upon us once communicated through official school channels.

By signing this declaration, I/We confirm our acceptance of and commitment to comply with all policies of the School.

STUDENT DETAILS

Student Name : _____
 Class / Section : _____
 Admission Number : _____

PARENT / GUARDIAN DETAILS

Parent / Guardian Name : _____
 Relationship with Student : _____
 Contact Number : _____
 Email Address : _____
 Signature of Parent / Guardian : _____
 Date : _____

FOR SCHOOL RECORD

Received By : _____
 Designation : _____
 Date : _____



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